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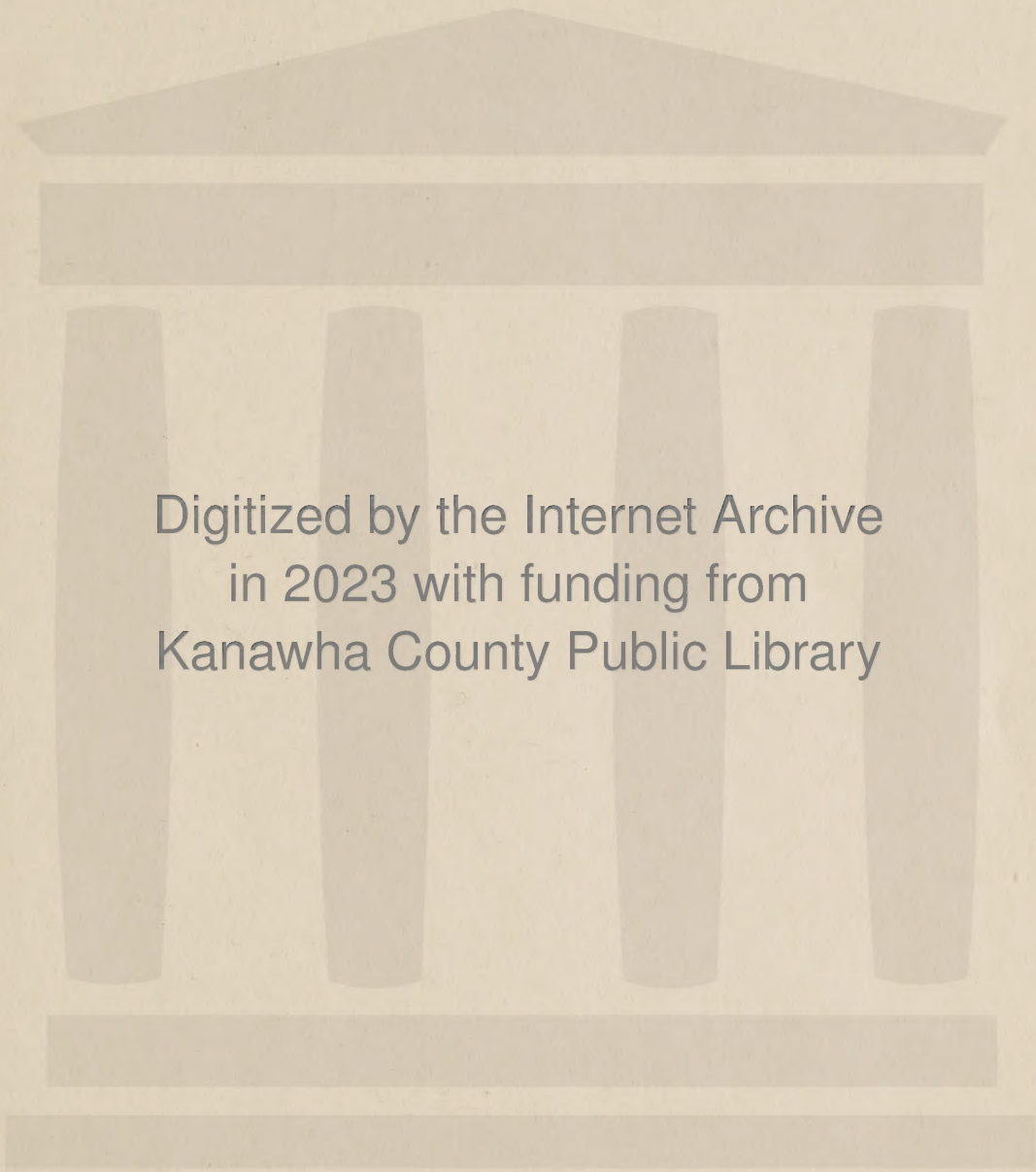
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MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 9, 1960

The regular meeting of the Library Board of the Kanawha County Public Library was held on August 9, 1960, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Dr. Cook
Mr. Stone
Mr. Williamson

The President presided. The Secretary reported that a quorum was present. The minutes of the July 8, 1960, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of July. Following discussion, the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees.

Air Conditioning. Mr. Williamson, Chairman, Building and Grounds Committee, reported that as a result of several meetings and consultations with two qualified mechanical engineers, the committee accepted the proposal of Kerstein Engineering Company for the installation of 19 window type, York air conditioning units. The total cost, including wiring, was $9,022.98.

Approval of Bills. The Director submitted Book Bills List No. 38 and General Bills List No. 38 duly certified and approved in accordance with the Bylaws, and on motion made by Dr. Cook seconded by Mrs. Brown and duly passed, it was

ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills From Special Funds. The Director submitted Special Funds List No. 37 duly certified and approved in accordance with the Bylaws, and on motion made by Dr. Cook seconded by Mrs. Brown and duly passed it was ordered that the bills set out on the said list be paid.

OLD BUSINESS

St. Albans Public Library. Following discussion, the Director was asked to prepare a memorandum covering the available means of rendering assistance to the St. Albans Public Library, and the costs thereof.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

John W. Ray
President

Nicholas Winovich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 6, 1960

The regular meeting of the Library Board of the Kanawha County Public Library was held on September 6, 1960, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Anderson
Mr. Chilton
Dr. Cook
Mr. Lovenstein
Dr. Riggleman
Mr. Stone
Mr. Williamson

In the absence of the President, the Vice-President, Dr. Cook presided. The Secretary reported that a quorum was present. The minutes of the August 9, 1960 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of August. The report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees.

St. Albans Library. A progress report was presented by Mr. Stone. In a forthcoming letter from the Library Board of the St. Albans Public Library, its committee chairman, Mr. William Frink, is expected to present various aspects of assistance which it would like to have from the Kanawha County Public Library in connection with the future operation of the St. Albans Public Library.

Approval of Bills. The Director submitted Book Bills List No. 39 and General Bills List No. 39 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Chilton seconded by Mrs. Anderson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 38 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Chilton seconded by Mrs. Anderson and duly passed it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Nominating Committee - Library Board Vacancy. On motion made by Mr. Stone, seconded by Mr. Chilton and duly passed, the following resolution was adopted:

RESOLVED, That Neil Elphick be nominated to the Library Board to fill the unexpired term of Dr. John A. Pianfetti which ends June 30, 1965; and

RESOLVED FURTHER, That the said nomination be reported to the Board of Education of the County of Kanawha with the request that the said nominee be duly elected.

NEW BUSINESS

Children's Museum. Mr. Chilton and the Director reported that the Children's Museum and a special steering committee composed of community leaders, with Mr. Lee Kenna, Chairman, have been working diligently to secure a building which would provide the Children's Museum with expanded facilities to accommodate offices, exhibit areas, classrooms, activity rooms, program centers and storage and workshop space. It was reported that the Board of Park and Recreation

Commissioners would welcome expression from individuals and organizations.

After discussion, Dr. Riggleman moved that the following resolution be adopted:

WHEREAS, The Children's Museum serves a unique and significant function in Kanawha County; and

WHEREAS, The programs, activities and exhibits undertaken by the Children's Museum contribute substantially to the enrichment and fulfillment of cultural, educational and recreational experience; and

WHEREAS, Interest in children is a community investment in the future; we endorse the objectives, aims and purposes of the Children's Museum - to acquaint children of Kanawha County with the world in which they live, its natural and physical wonders, its people and their culture and its history and art; therefore,

BE IT RESOLVED THAT, We respectfully submit to the Board of Park and Recreation Commissioners our request that consideration and support be given the Children's Museum project within the framework of the park and recreation program by including it in the forthcoming special levy election.

The motion was seconded by Mr. Stone and upon a vote being taken, the motion carried unanimously.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

Hoyt B. Cooke
Vice-President

Nicholas Winovich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 4, 1960

The regular meeting of the Library Board of the Kanawha County Public Library was held on October 4, 1960, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Cook
Mrs. Keenan
Mr. Stone
Mr. Williamson

In the absence of the President, the Vice-President, Dr. Cook presided. The Secretary reported that a quorum was present. The minutes of the September 6, 1960, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of September. The report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 40 and General Bills List No. 40 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Stone seconded by Mrs. Keenan and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 39 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Stone seconded by Mrs. Keenan and duly passed it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Library Board Membership. The Director reported that a letter dated September 21, 1960, had been received from the Board of Education of the County of Kanawha advising that Mr. Neil Elphick had been elected to membership on the Library Board to serve the unexpired term of Dr. John A. Pianfetti ending June 30, 1965.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

H. B. Booth
Vice-President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 8, 1960

The regular meeting of the Library Board of the Kanawha County Public Library was held on November 8, 1960 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mrs. Brown
Dr. Cook
Mrs. Keenan
Dr. Riggleman
Mr. Thomas
Mr. Elphick

The President presided and welcomed Mr. Elphick. The Secretary reported that a quorum was present. The minutes of the October 4, 1960, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of October. Comments and questions prompted additional remarks. Proceedings of the West Virginia Library Association annual conference held in Wheeling on October 21-22 were reviewed. Of significance, the new library trustees organization met officially for the first time. The proposed St. Albans Public Library building project and branch library program were discussed. The report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 41 and General Bills List No. 41 duly certified and approved in accordance with the Bylaws, and on motion made by Dr. Cook seconded by Dr. Riggleman and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 40 duly certified and approved in accordance with the Bylaws, and on motion made by Dr. Cook seconded by Dr. Riggleman and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

John W. Ray
President

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 13, 1960

The regular meeting of the Library Board of the Kanawha County Public Library was held on December 13, 1960, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Cook
Mr. Hanson
Mr. Stone
Mr. Williamson

In the absence of the President, the Vice-President, Dr. Cook presided. Mr. Hanson, recently returned from abroad, was welcomed back. In his interesting remarks, Mr. Hanson spoke of an event which took place last summer. The International Federation of Library Associations held its annual conference in Malmo, Sweden on August 8-11, 1960. Represented at the meetings were librarians from 26 countries. At the invitation of the city librarian of Malmo, Mr. Hanson attended the general sessions, which he pointed out, were conducted in the English language. A program, an annual report of the Federation and a picture in color of the Malmo Public Library were left with the Director.

The Secretary reported that a quorum was present. The minutes of the November 8, 1960, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of November. Following discussion, the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 42 and General Bills List No. 42 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Stone seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 41 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Stone seconded by Mr. Hanson and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

Vice-President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 10, 1961

The regular meeting of the Library Board of the Kanawha County Public Library was held on January 10, 1961, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mr. Chilton
Dr. Cook
Mr. Shonk
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the December 13, 1960 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of December. Discussion and comments were made regarding:

Mrs. Raymond H. O'Brien, First Librarian. On motion by Mr. Chilton, seconded by Dr. Cook and duly passed, the following paragraph from the Director's report for December, 1960 was ordered to be inserted in the minutes of this meeting.

> "Mrs. Raymond H. O'Brien (Mabel Delle Jones), the first librarian of the Charleston Public Library (1909-1913), passed away at her home in Decatur, Georgia, on Saturday, December 24. Relating the sad news Mrs. O'Brien's daughter said her mother had a "wonderful time" when she visited Charleston as our guest of honor on the occasion of the library's fiftieth anniversary celebration. Her mother, she added, "came home with many pleasant and cherished memories."

St. Albans Public Library Building Plans. Sketches of the proposed St. Albans Public Library building were on exhibit for this meeting. The Director made a presentation and answered questions.

Foreign Language Periodicals. The Director introduced the idea of having the Kanawha County Public Library subscribe to a select number of foreign language magazines. Sample copies were examined. Following discussion, it was moved by Mr. Chilton and seconded by Mr. Shonk that the best interests of the Library would be served with the addition of these periodicals to our periodical collection. Motion carried.

The report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 43 and General Bills List No. 43 duly certified and approved in accordance with the Bylaws, and on motion made by Dr. Cook seconded by Mrs. Anderson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 42 duly certified and approved in accordance with the Bylaws and on motion made by Dr. Cook seconded by Mrs. Anderson and duly passed it was ordered that the bills set out on the said list be paid.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 7, 1961

The regular meeting of the Library Board of the Kanawha County Public Library was held on February 7, 1961, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Dr. Cook
Mr. Hanson
Mrs. Keenan
Dr. Riggleman
Mr. Williamson

The President presided. The Secretary reported that a quorum was present. The minutes of the January 10, 1961 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of January. Additional comments were made. The Director reviewed the activities, purposes and history of the Harry Futterman Fund of New York City which, since 1953, awarded grants to the Kanawha County Public Library totaling $460.00. Musical phonograph recordings have been purchased and placed in our lending collection for the use of our library borrowers.

Of further interest, recent acquisitions of prints to our local history picture collection, made possible through the courtesy of Mr. Elliott B. Sherwood of Charleston were shown.

The Director also read from a "letter to the editor" which appeared in the Charleston Daily Mail on January 27, 1961. A "Pleased Patron" from Cedar Grove said some very nice things about our bookmobile staff. A copy will be filed with the minutes of this meeting.

The Director's report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 44 and General Bills List No. 44 duly certified and approved in accordance with the Bylaws and on motion made by Dr. Cook seconded by Mr. Williamson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 43 duly certified and approved in accordance with the Bylaws and on motion made by Dr. Cook seconded by Mr. Williamson and duly passed it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building. In the discussion which followed, Mr. Williamson was authorized to talk with Mr. L. E. Nunnally of the General Services Administration regarding acquisition of the Capitol Street Federal Building.

NEW BUSINESS

Hospital Service. The possibility of extending library service to hospital patients was considered. Mr. Hanson and the Director presented information and described the program. Following discussion, the Director was authorized to begin such a service by lending to participating hospitals, a collection of suitable fiction and non-fiction titles.

UNFINISHED BUSINESS

Capitol Street Federal Building. The Chairman made a progress report and projected some plans of action for the future.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Nicholas Winnick
Secretary

"To the Daily Mail:

"The Point of View seems to be filled with carping and complaining letters; here is one in a different vein. I wish to commend the Kanawha County Bookmobile staff.

"With the exception of the war years I have availed myself of this splendid service since its inception back in the mid-thirties. The bookmobile carries an excellent selection of standard works, classics, textbooks and late best sellers. The librarian will, upon request, draw from the large selection at the main library. For a quarter of a century I have found the staff of this organization, both past and present, to be efficient, diligent and courteous.

"If public officials could only be made to realize that the American people desire of their servants but three simple qualities - integrity, competence, and courtesy! In the personnel of the county bookmobile we find the embodiment of all three.

A Pleased Patron.

"Cedar Grove, Jan. 24, 1961."

Charleston Daily Mail. January 27, 1961.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 7, 1961

The regular meeting of the Library Board of the Kanawha County Public Library was held on March 7, 1961, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Cook
Mr. Chilton
Mr. Lovenstein
Dr. Riggleman
Mr. Stone

In the absence of the President, the Vice-President, Dr. Cook presided. The Secretary reported that a quorum was present. The minutes of the February 7, 1961 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of February. The Director answered questions regarding overdue books, delinquent borrowers (those persons who failed to return library materials after having been properly notified), messenger (person charged with the responsibility of calling upon delinquent borrowers for the purpose of recovering overdue library materials), book binding and gift books.

The Director reported that an attractive and colorful booklist containing a select number of Civil War fiction and non-fiction titles is being prepared by the Circulation Department in view of present and anticipated interest and demand. It is expected that the list will be printed, at no cost to the Library because of an individual's interest in the project, and made available through the Library.

The Director's report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 45 and General Bills List No. 45 duly certified and approved in accordance with the Bylaws and on motion made by Mr. Chilton seconded by Mr. Stone and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 44 duly certified and approved in accordance with the Bylaws and on motion made by Mr. Chilton seconded by Mr. Stone and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

Vice-President

Secretary

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

John W. Ray
President

Martha Nisewaner
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 11, 1961

The regular meeting of the Library Board of the Kanawha County Public Library was held on April 11, 1961 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Dr. Cook
Mr. Hanson
Mrs. Keenan
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the March 7, 1961 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of March. He commented additionally on such topics of interest as: visits to the library by organized school groups; instructional program given by members of the staff to students on the techniques of searching for library materials; and accelerated use of our facilities and services by school children. In response to another inquiry, the Director discussed a proposed Civil War Booklist and exhibited a draft of a sample copy. Following discussion, and recognizing that it would cost approximately $500.00 to print the booklist, he was authorized to seek financial assistance from some local Foundation while bearing in mind that the best interests of the Kanawha County Public Library must be served. The Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 46 and General Bills List No. 46 duly certified and approved in accordance with the Bylaws and on motion made by Dr. Cook seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 45 duly certified and approved in accordance with the Bylaws and on motion made by Dr. Cook seconded by Mr. Hanson and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Resignation - Juliette Bryson, Chief Circulation Department. The Director reported that Miss Juliette Bryson resigned as Chief Circulation Librarian, effective June 12, 1961 to accept a position with the Mid-Hudson Libraries in Poughkeepsie, New York as Adult Services Consultant. Following reading of the letter of resignation, Mrs. Anderson moved that the following resolution be adopted:

RESOLVED, That it is with sincere regret that the Library Board learned of the resignation of Miss Juliette Bryson as Chief Circulation Librarian.

During her almost nine years of service with the Kanawha County Public Library, we recognize that her personal and professional abilities and characteristics have always been commendable.

BE IT RESOLVED FURTHER, That the resignation of Miss Juliette Bryson be accepted and that the best wishes of this Library Board be extended to her for a continued and successful career in librarianship in the new position she has accepted.

Dr. Cook seconded the motion. The motion carried.

Position Vacancy. The Director recommended that Miss Ruth Figgatt, a member of the Kanawha County Public Library staff since 1952, and presently serving as Circulation Librarian, be promoted to Chief Circulation Librarian. It was moved by Mr. Stone, seconded by Mr. Hanson and unanimously

RESOLVED, That Miss Ruth Figgatt be promoted from Circulation Librarian to Chief Circulation Librarian effective June 1, 1961 at an annual salary of $6,200.

Library Board Memberships. It was moved by Mr. Stone seconded by Mr. Hanson that (i) Mr. Sydney Kleeman, for a term of six (6) years beginning July 1, 1961, (ii) Mr. L. K. Lovenstein for a term of six (6) years beginning July 1, 1961 and (iii) Mr. Charles A. Williamson, for a term of six (6) years beginning July 1, 1961, be nominated to the Library Board. The motion passed. The Director was instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly elected.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

John W. Ray
President

Nicholas Winnrich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 9, 1961

The regular meeting of the Library Board of the Kanawha County Public Library was held on May 9, 1961 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Dr. Cook
Mr. Dickinson
Mr. Hanson
Mr. Lovenstein
Mr. Williamson

The President presided. The Secretary reported that a quorum was present. The minutes of the April 11, 1961 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of April. Proceedings of the West Virginia Library Commission sponsored workshop were reviewed. A report was heard from Mr. Hanson, member of a panel discussing "Trustee-Librarian Relationships." Following additional comments on the library sponsored reading club programs and school reading clinics, the Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 47 and General Bills List No. 47 duly certified and approved in accordance with the Bylaws and on motion made by Mr. Williamson seconded by Dr. Cook and duly passed, it was ordered that the bills set out on the two lists be

paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 46 duly certified and approved in accordance with the Bylaws and on motion made by Mr. Williamson seconded by Dr. Cook and duly passed it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building. The Chairman reported on his recent visit to Charlottesville, Virginia, to see Mr. Baxter and Mr. Dollarhide of the Department of Health, Education and Welfare. Following discussion, Mr. Williamson stated that contact with Mr. E. Nunnally of the General Services Administration would be continued.

St. Albans Public Library. An informal meeting was held on April 14, 1961 in the library board room to discuss the future operation of the St. Albans Public Library. Persons attending were: Mr. Ray, Mr. Hanson, Mr. Stone, Mr. Funk, Mr. Reich, Mr. Swango, and the Director.

NEW BUSINESS

Budget - Unexpended Salaries. It was moved by Mr. Hanson, seconded by Mr. Dickinson and unanimously

> RESOLVED, That the unexpended balance in the salaries account, which is the result of unfilled positions on the library staff, be spent for the purchase of books.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified,

approved and confirmed.

There being no further business, the meeting on motion adjourned.

John W. Ray
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 6, 1961

The regular meeting of the Library Board of the Kanawha County Public Library was held on June 6, 1961 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mr. Chilton
Dr. Cook
Mr. Dickinson
Mr. Hanson
Mrs. Keenan
Mr. Lovenstein
Dr. Riggleman
Mr. Shonk
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the May 9, 1961 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of May. Following discussion, the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees.

Budget Committee. A meeting of the budget committee was held on May 9, 1961. Mr. Dickinson, Chairman of the Budget Committee, reported and submitted a proposed budget for the fiscal year 1961/1962. Following explanation of the document and discussion, it was moved by Mr. Chilton and seconded by Mr. Dickinson that the budget for 1961/1962 be adopted, and that a copy of the

budget be attached to the minutes of this meeting. Motion passed.

Transmittal of Budget to Board of Education of the County of Kanawha, City of Charleston, and County Court of Kanawha. Mr. Dickinson moved that the following resolution be adopted:

> RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1961, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,
>
> RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 148 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,
>
> RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Chilton and upon a vote being taken the motion carried unanimously.

Mr. Dickinson moved that the following resolution be adopted:

> RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1961, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 148 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Chilton and upon a vote being taken the motion carried unanimously.

Mr. Dickinson moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1961, which has been approved and adopted by the Library Board, be transmitted to the County Court of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Court of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 148 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Court of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Chilton and upon a vote being taken the motion carried unanimously.

Approval of Bills. The Director submitted Book Bills List No. 48 and General Bills List No. 48 duly certified and approved in accordance with the Bylaws and on motion made by Dr. Cook seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 47 duly certified and approved in accordance with the Bylaws and on motion made by Dr. Cook seconded by Mr. Hanson and duly passed it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building. A progress report was presented by the Chairman. General discussion followed.

NEW BUSINESS

Nominating Committee. Mr. Dickinson moved, Mr. Chilton seconded, that Mr. Lovenstein be appointed chairman with Mrs. Anderson and Mr. Shonk as members of a committee to make nomination for officers for the coming year. The motion passed.

State Sinking Fund Commission. It was moved by Mr. Chilton, seconded by Mr. Dickinson that a sum of one hundred twenty-five thousand dollars ($125,000) of the capital improvements - building money be invested with the State Sinking Fund Commission deposited to the account of the Kanawha County Public Library. Motion passed.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

BUDGET 1961/1962
KANAWHA COUNTY PUBLIC LIBRARY

EXPENDITURES

Salaries	
Professional	$ 78,350
Non-Professional	65,159
Substitutes	3,635
	$147,144
Books	
Books	$ 48,610
Binding	5,000
Periodicals	2,500
	$ 56,110
Other Expenses	
Salaries - Building	$ 12,340
Repairs and Maintenance	2,000
Utilities	7,700
Service Contracts	1,042
Building Supplies	1,000
Office and Library Supplies	5,800
Insurance	2,863
Vehicles - Repairs and Expense	1,875
Furniture and Equipment	2,311
Travel	575
Printing	1,000
Memberships	130
Contingencies	1,075
Social Security	4,000
Workmen's Compensation	300
	$ 44,011
Total Operating Expenses	$247,265
Capital Improvements	
Building	$225,000
TOTAL BUDGET OF EXPENDITURES	$472,265

SOURCE OF FUNDS

Balance with Sheriff	$175,000
Estimated Receipts	
Board of Education	$118,076
County Court	118,076
City of Charleston	51,613
Miscellaneous	9,500
TOTAL FUNDS	$472,265

KANAWHA COUNTY PUBLIC LIBRARY

Salary Budget 1961/1962

Position	Employee	Monthly Salary	Annual Salary
Director	Nicholas Winowich	$750.00	$ 9,000.00
Chief, Boys and Girls Librarian	Wilma Brown	516.66	6,200.00
Chief, Catalog Librarian	Jane Brugger	516.66	6,200.00
Chief, Circulation Librarian	Ruth Figgatt	516.66	6,200.00
Chief, Reference Librarian	Frances Gerard	475.00	5,700.00
Chief, Extension Librarian	Frances Swope	541.66	6,500.00
Circulation Librarian	Margaret Hilliard	445.83	5,350.00
Circulation Librarian	Alice Gygax	395.83	4,750.00
Preparation & Binding Librarian	Robert F. Simmons	391.66	4,700.00
Reference Librarian	Hazel Fisher	420.83	5,050.00
Extension Librarian	Helen Miller	408.33	4,900.00
Extension Librarian	New Position	383.33	4,600.00
Circulation Librarian	To be appointed	383.33	4,600.00
Boys and Girls Librarian	To be appointed	383.33	4,600.00
			$78,350.00

Non-Professional Staff

Director's Secretary	Lorena Ammar	$379.58	$ 4,555.00
Order Clerk	Mae Thomas	263.33	3,160.00
Special Clerk, Office	Barbara Steele	238.33	2,860.00
Special Clerk, Extension	Laverta Spurlock	248.33	2,980.00
Senior Clerk, Extension	Gail Withrow	207.50	2,490.00
Senior Clerk, Extension	Gladys Matthews	207.50	2,490.00

Position	Employee	Monthly Salary	Annual Salary
Senior Clerk, Extension	Mary Perriello	$222.50	$ 2,670.00
Senior Clerk, Extension	Franca Martin	215.00	2,580.00
Senior Clerk, Catalog	To be appointed	200.00	2,400.00
Senior Clerk, Catalog	Gloria Adkins	207.50	2,490.00
Senior Clerk, Catalog	Sharon King	207.50	2,490.00
Senior Clerk, Circulation	Betty Sexton	230.00	2,760.00
Senior Clerk, Circulation	Harriet Tooley	207.50	2,490.00
Senior Clerk, Circulation	Sharon George	207.50	2,490.00
Senior Clerk, Circulation (part-time)	Charlene Crum	100.00	1,200.00
Senior Clerk, Circulation (part-time)	Kathleen Lazare	107.50	1,290.00
Senior Clerk, Boys and Girls	LaDonna Evans	215.00	2,580.00
Senior Clerk, Boys and Girls	To be appointed	200.00	2,400.00
Senior Clerk, Boys and Girls	To be appointed	200.00	2,400.00
Bookmobile Driver	Evan Hall	335.00	4,020.00
Messenger	To be appointed	90.00	1,080.00
Pages - 145 hrs. per week x 52 @ 85¢			6,409.00
Pages - 125 hrs. per week x 52 @ 75¢			4,875.00
			$65,159.00

Substitutes

1 librarian 2 1/2 months (circulation)	$ 1,000.00
1 librarian 5 months (reference)	2,000.00
1 truck driver for dep. coll.	200.00
1 substitute bookmobile driver	435.00
	$ 3,635.00
TOTAL SALARY BUDGET	$147,144.00

Books

Books		
Boys and Girls	$ 8,500.00	
Circulation	16,800.00	
Extension	14,500.00	
Reference	7,100.00	
		$46,900.00
Phonograph Records	$ 1,560.00	
Binding	5,000.00	
Periodicals	2,500.00	
Postage	150.00	
		$ 9,210.00
		$56,110.00

Salaries - Building

Position	Employee	Monthly Salary	Annual Salary
Building Superintendent	Charles B. Lander	$360.00	$ 4,320.00
Janitor	Robert Dawkins	260.00	3,120.00
Janitor	Fred Skiles	260.00	3,120.00
Janitor (part-time)	Moses Adams	115.00	1,380.00
Substitutes			400.00
			$12,340.00

Repairs and Maintenance

General Repairs -	repairing fixtures, painting, cleaning improvements, removing pigeons, etc.	₱2,000.00

Utilities

Electricity	$3,400
Gas	1,600
Telephone	2,000
Sewerage	350
Water	350
	$7,700

Service Contracts

Fred Skiles - hauling trash - 12 months @ $20.00	$ 240.00
Gaylord Brothers - rental of charging machine for one year	50.00
General Window Cleaning - once every 2 months @ $52.00 - washing windows	312.00
International Business Machines - maintenance contract for electric typewriter	35.00
Orkin Exterminating Company - 12 months @ $10.00	120.00
Property Protection Company - recharging of fire extinguishers	30.00
Laird Office Equipment Company - once every 3 months @ $6.00 - mimeograph machine	24.00
Royal McBee Corporation - maintenance contract for 11 typewriters	161.00
Thermo-Fax Sales, Inc. - maintenance contract for Thermo-Fax Copier	35.00
Monroe Calculating Machine Company - maintenance contract for adding machine	35.00
	$1,042.00

Building Supplies

Fluorescent tubes and incandescent lamps	$ 300.00
Wax, steel buffing pads, brooms, mops, soap and other items	700.00
	$1,000.00

Office and Library Supplies

Office Supplies

Stencils, inks, pencils, paper, stationery, printed forms, and other supplies	$1,400.00

Library Supplies

Catalog cards, application cards, book pockets, book cards, mending supplies, identification cards, and other supplies	2,700.00

Reading Clubs

Noble Order of Bookworms, Library Club of America, Vacation Reading Club	400.00

Postage

Postal cards, stamped envelopes and stamps	1,300.00
	$5,800.00

Insurance

	Amount Insured	Premium
Boiler (3 year premium)	$ 25,000.00	$ 182.00
Bookmobile Contents (3 year premium)	5,400.00	50.00
Building	600,000.00	305.00
Exhibition	5,000.00	50.00
Public Liability - building 300,000/1,000,000/25,000		150.00
Books (3 year premium)	400,000.00	1,700.00
Vehicular		
Bookmobile - public liability and property damage 250,000/500,000/100,000		263.00
Truck - public liability and property damage 250,000/500,000/100,000		163.00
		$2,863.00

Vehicles - Repairs and Expense

Gasoline, oil and lubrication for bookmobile and truck	$1,100.00
Washing bookmobile and truck	75.00
Bookmobile and truck - maintenance and repair	700.00
	$1,875.00

Furniture and Equipment

2 Kik-Step stools	$ 31.00
1 desk	175.00
1 CBI cabinet and stand	210.00
1 microfilm cabinet	245.00
Hines shelving	200.00
Catalog drawers	450.00
40 chairs @ $25.00 - reference department	1,000.00
	$2,311.00

Travel

Director to attend American Library Association Midwinter Meeting	$175.00
Director and two staff members to attend American Library Association Annual Conference	400.00
	$575.00

Printing

Annual Reports - 1,000	$ 300.00
Bookmobile - 10,000 Fall-Winter Schedules	160.00
Bookmobile - 10,000 Summer Schedules	160.00
Publications - (booklists, bookmarks, informational literature)	380.00
	$1,000.00

Memberships

American Library Association	$125.00
West Virginia Library Association	5.00
	$130.00

Contingencies

Ads in library publications	$ 50.00
Miscellaneous	400.00
Legal Advertising	175.00
Audit	450.00
	$1,075.00

Social Security

3% on earnings up to $4,800.00	$4,000.00

Workmen's Compensation

Amount based on Class P-7 (all employees except building staff and bookmobile driver) at 20¢ per $100.00	$282.00
Amount based on Class K-4 (building staff and bookmobile driver) 10¢ per $100.00	18.00
	$300.00

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 7, 1961

The Annual Meeting of the Library Board of the Kanawha County Public Library was held on July 7, 1961, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Mr. Chilton
Dr. Cook
Mr. Dickinson
Mr. Hanson
Mrs. Keenan
Mr. Lovenstein
Mr. Maurice

The President presided. The Secretary reported that a quorum was present. The minutes of the June 6, 1961 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of June. Following discussion, the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Director's Annual Report. The Director presented highlights from the Annual Report for the fiscal year ending June 30, 1961. Following discussion, it was moved by Mr. Chilton seconded by Mr. Maurice that the report, as presented, be accepted; that copies be sent to each member of the Library Board, and that the report in its entirety be referred to the Book Committee for study prior to its delivery to the printer and eventual publication as a document of the Kanawha County Public Library. The motion passed.

Approval of Bills. The Director submitted Book Bills List No. 49 and General Bills List No. 49 duly certified and approved in accordance with the Bylaws, and on motion made by Dr. Cook seconded by Mr. Chilton and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 48 duly certified and approved in accordance with the Bylaws, and on motion made by Dr. Cook seconded by Mr. Chilton and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Amendment to Bylaws. Mr. Lovenstein moved, Mr. Chilton seconded that the following resolution be adopted:

> RESOLVED, That Section 1 of Article 3 of the Bylaws of the Kanawha County Public Library be amended so as to read as follows:
>
> The officers of the Library Board shall consist of a President, two Vice-Presidents, a Secretary and a Treasurer, who shall be elected at the annual meeting in July, to hold their offices for one year, and until their successors are elected. They shall be members of the Library Board, except the Director may be Secretary and/or Treasurer.

The motion passed.

Election of Officers. Mr. Lovenstein, Chairman of the Nominating Committee, reported the recommendation of the Committee as being that Mr. Ray, Dr. Cook, Mr. Hanson and Mr. Winowich be nominated as President, Vice-Presidents, and Secretary/Treasurer of the Library Board, respectively, for a term of one year ending June 30, 1962. There were no other nominations and an election being held, the said nominees were elected.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scale. On motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

ANNUAL REPORT

Kanawha County Public Library

1960/1961

Charleston, West Virginia

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It is astonishing what these simple little letters can do. Your name and mine are wrapped up in these 26 signs for sound. Blended into words, sentences and paragraphs we have inspirational and literary masterpieces as well as ordinary writings.

Living without books can be achieved, of course. But it is so confining. Climb the highest mountain, plumb the ocean depth, meet interesting people of fact and fiction, understand challenging ideas, relive moments of history, travel to distant and ancient places, prepare for today and guess at the future.

Read.

The BEST IN BOOKS are at your Kanawha County Public Library.

KANAWHA COUNTY PUBLIC LIBRARY
BOARD OF DIRECTORS

John V. Ray, President
Roy Bird Cook, Vice President (deceased)
Arthur Hanson, Vice President

Margaret Anderson
Hester Brown
W. E. Chilton, III
C. C. Dickinson
Neil Elphick
Eleanor Keenan
Sydney M. Kleeman
L. K. Lovenstein
John D. Maurice
Leonard Riggleman
Donald C. Shonk
A. Guy Stone
L. Newton Thomas
Charles A. Williamson
John A. Young

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Professional

Wilma Brown
Jane Brugger
Juliette Bryson
Ruth E. Figgatt
Hazel Fisher
Frances Gerard
Alice Gygax
Margaret Hilliard
Helen Miller
Robert F. Simmons
Frances A. Swope

Non-Professional

Gloria Adkins
Lorena Ammar
LaDonna Evans
Sharon George
Evan Hall
Marjorie Kinder
Sharon King
Franca Martin
Gladys Matthews
Ann McCormick
Mary Perriello
Betty Sexton
Laverta Spurlock
Barbara Steele
Linda Terry
Ninnetta Mae Thomas
Harriet Tooley
Gail Withrow

Building Staff

Charles B. Lander, Building Superintendent

Robert Lee Dawkins
Fred Skiles

23 Additional Part-Time Staff Members

ANNUAL REPORT 1960/1961

To the Library Board of the Kanawha County Public Library -

The Director's annual report for the period July 1, 1960, to June 30, 1961, is herewith submitted:

The year 1961 witnessed the increased use of facilities and services at the Kanawha County Public Library. It was an eventful and auspicious year. For the first time in the history of the Library, 945,455 volumes were issued for home use. This was an increase of 122,545 (15%) over the previous year.

The emphasis here is on the number of books circulated to library card owners. It does not include the tens of thousands used on the premises by visitors, students and others. These persons found the materials they needed, completed their work and departed without borrowing a single item.

The Kanawha County Public Library accounted for 30.4% of all books circulated from public libraries in West Virginia.

Space is at a premium. More often than not one can observe that seating capacity, numbering approximately 80 chairs in the Circulation and Reference Departments, is nearly always full. During the Fall, Winter and Spring months of the year, the only available and useable space is "leaning room". Often times, even the window ledges will find a student using it as a table or chair. This pattern of use by high school and college students is national in scope. All public libraries are experiencing similar situations. The accelerated use of the Kanawha County Public Library by a veritable army of boys and girls and young adults is testimony to the significant role which the library plays in the educational life of our community.

Who are the people who borrow books from the library and what books are borrowed most frequently?

A brief but schematic view reveals that 76% or 721,368 volumes were children's books lent to library borrowers. The remaining 24% or 224,087 volumes were adult titles on loan to adult readers. 84% or 607,907 juvenile volumes were fiction titles and 16% of the total or 113,461 volumes were non-fiction titles. The adults reading tastes accounted for 56% or 126,265 non-fiction volumes and 44% or 97,822 volumes were fiction titles.

People read the best sellers, the standards, the new, the old: HAWAII by James Michener, ADVISE AND CONSENT by Allen Drury, EXODUS by Leon Uris, FAREWELL TO ARMS by Ernest Hemmingway, GONE WITH THE WIND by Margaret Mitchell, TOM SAWYER by Mark Twain, CALL OF THE WILD by Jack Louden, KNOW NOTHING by Mary Lee Settle, TO KILL A MOCKING BIRD by Hayser Lee, FALL OF THE THIRD REICH by William Shirer, WASTE MAKERS by Vance Packard, PROFILES OF COURAGE by John Kennedy, WHO KILLED SOCIETY by Cleveland Armory, RED BADGE OF COURAGE by Stephen Crane and the BIBLE.

They came in search of information about their state and local community.

And they asked for how-to-do books on gardening, appliance repair, cooking, ceramics, mosaics, automobile repair, furniture refinishing, painting and making outdoor fixtures.

Not everyone came to the library. The library also went into many parts of the county by means of its bookmobile and by placing collections of books in such agencies as the:

St. Albans Public Library
South Charleston Public Library
Charleston Fire Department Stations (8)
West Virginia Rehabilitation Center
Charleston Recreation Center
Public and Parochial Schools (810 classrooms)
Kindergartens (20)

Future plans include extension of book loans to other organized community fire departments and hospitals.

In addition to books, the Kanawha County Public Library card owner also borrowed:

5,839 pamphlets
4,801 pictures
10,528 phonograph record albums
53 films (viewed by 16,374 persons - Boy Scouts, PTAs, church groups, civic clubs, school classes and industrial groups.)

Book Stock

The book stock continues to grow. We have on hand, by department, the following number:

Boys and Girls		34,358
Adult Circulation		85,671
Extension	30,224 Juvenile	
	18,803 Adult	49,027
Reference		33,636
	Total book stock	202,692

Library Borrowers

A total of 17% of all Kanawha County residents were library card holders at the end of June 30, 1961. The number of registered borrowers was 42,699 compared with 40,397 in 1960. In addition, it is estimated that 15,000 children, who do not have library cards, but who have access to public library books placed on loan in 810 classrooms in 102 schools make use of the "deposit collection" and "teacher collection".

Ten years ago 11 out of every 100 residents of Kanawha County owned library cards. Today, 17 out of every 100 are registered library card owners. In Kanawha County, reading is fast becoming an encouraging and delightful habit. There are more children reading more delightful and colorful books; more students and adults requesting reference service and using informational material; in general, more people reading better books for vocational information, self-improvement, and recreation - all this despite accelerated demand of modern life.

New books (including pamphlets, magazines and newspapers) are the life blood of a library. Unless an adequate supply is added a library can expect to become a dated institution, where today's rapidly changing problems are answered in yesterday's solutions. The older books, to be sure, give a background and depth, the new books offer timeliness for which there is no substitute.

The annual expenditure for books and library materials was $48,575. A total of 17,628 volumes were added to the collection, of which 1,188 were acquired by gift. During the year, 6,093 new adult titles and 1,344 new juvenile titles were purchased for the library collection. In many instances, duplicate copies of new and popular titles were also purchased. At the end of the year, June 30, 1961, the Library's book collection was the largest ever achieved and numbered 202,692 volumes. It is interesting to note that the Kanawha County Public Library has 21% of all books owned by public libraries in West Virginia.

Expenditures for the rebinding of books amounted to $5,047. A total of 2,129 volumes were sent to the bindery and thus restored to excellent condition and prolonged usefulness.

Great Books

The Library cooperated with several groups in promoting reading and discussion programs. It provided meeting room space, supplied many of the books, arranged for and accepted memberships and prepared and displayed attractive posters in the lobby area.

"Great Books" are those which continue to live because they deal with factors which are as significant today as when they were first published. They may be books on politics, economics, philosophy, drama, history or religion. Common to each, however, is a basic idea through which men have gained an understanding and appreciation.

The leader is usually a member of the group whose responsibility it is to stimulate an exchange of ideas by asking questions. He may give some pertinent background information, but seldom does he lecture on the book or author. The result is that with preparatory reading, group members can expect to arrive at a clearer understanding than when they read the book alone without the benefit of an exchange of comment.

Community and Professional Activity

The Library Director was elected president of the Children's Museum Board of Directors.

The Library Director served as president of the West Virginia Library Association.

The Library Director participated in the Governor's Conference on Aging and worked with the group on Education, Recreation and Library Services.

Mrs. Frances Swope and the Library Director assisted the St. Albans Public Library Board of Directors and its architects in planning and building a neighborhood public library facility.

Various staff members gave talks before educational, cultural and civic groups on subjects dealing with books, reading and library services.

Mr. Arthur Hanson and the Director participated in a two-day workshop on public libraries sponsored by the West Virginia Library Commission.

Foreign Periodicals

Library users and visitors were introduced, for the first time, to a select number of foreign language publications. Our efforts were prompted by the fact that few, if any, of such materials were available in the community. We also recognized the potential of providing such a service.

We feel that interested adults, high school and college students, with little or no knowledge of the foreign language, are still capable of comprehension. Simply by viewing pictures and perhaps by recognizing similarity of words, an understanding can be achieved. Content emphasis is on pictures, news stories and general cultural features.

Special Awards

One of the leading manufacturers of typewriter ribbons and carbon papers sponsored, in cooperation with the National Secretaries Association, a letterhead contest. Interested members were invited to participate and many entries were submitted including those from the Kanawha County Public Library. After much deliberation, the announcement read, the judges, on the basis of design and

printing, awarded third prize to the Kanawha County Public Library. First and second prizes were awarded to an advertising company and an insurance company.

State Legislation

Significant legislation passed by the West Virginia Legislature in 1961 and affecting the state's public libraries were Senate Bill 99 and Senate Bill 121.

Senate Bill 99 amended, re-enacted and added sections to the Public Library Law. It permits levying authorities, either by themselves or in cooperation with one or more, to appropriate funds to the library board for deposit and disbursement by the library board. It defined a regional library. The old law presumed that a regional library was a public library and it provided for numerical structure and division of library board membership. It also modified annual report procedures and was explicit in the matter of retention of miscellaneous receipts.

Senate Bill 121 changed the assessment and budgeting calendar. It simply meant that budgets would be settled before July 1. Under the old calendar, the first quarter of the fiscal year was usually a period of uncertainty.

Library Board

At the annual meeting on July 8, 1960, Mr. John V. Ray was elected President and Dr. Roy Bird Cook was elected Vice-President of the Library Board of Directors.

Dr. John A. Pianfetti, a member of the Library Board of Directors from March, 1951, until April, 1960, resigned when he moved to Baltimore, Maryland.

Mr. Neil Elphick was elected to membership on the Library Board of Directors to serve the unexpired term of Dr. John A. Pianfetti.

Mr. Sydney M. Kleeman, Mr. L. K. Lovenstein, and Mr. Charles A. Williamson were elected to membership on the Library Board of Directors.

Dr. Roy Bird Cook was reappointed by Governor Underwood to an unprecedented 8th consecutive five-year term as a member of the West Virginia State Board of Pharmacy.

Dr. Roy Bird Cook was a luncheon speaker at the 1960 annual conference of the West Virginia Library Association held in Wheeling.

Mr. Charles A. Williamson was chosen "Boss of the Year" for 1960 by the Charleston Chapter of the National Secretaries Association.

Mr. Arthur Hanson returned from abroad in December, 1960 and was welcomed back.

Mrs. John T. Keenan was State Chairman of the West Virginia National Library Week Committee.

IN MEMORIAM

Dr. Roy Bird Cook, who served as a member of the Library's Board of Directors since August, 1943, died on November 23, 1961. He was an active and valuable member, committeeman and chairman. Dr. Cook was elected Vice-President in March, 1959 and served in that office until the time of his death. Pharmacist, historian, scholar, author and lover of books he was an inspiration to his profession, his community, his state and this library. It is with profound sorrow that we record the passing of our friend.

Staff

Many library administrators are confronted with problems of recruiting professionally trained librarians. The economic laws of supply and demand, for example, are significant factors experienced here as elsewhere. In the face of diminishing numbers of available and qualified personnel, there are fewer graduates to fill existing vacancies and to accommodate expanding systems. Shortages will continue to dominate the scene and librarianship as a career must of necessity compete, full-scale, with other professions, vocations and fields of interest.

Last year there was a net loss of one professional librarian. The Chief of Adult Circulation resigned to accept a position in another state and was replaced by an experienced and able departmental assistant.

The Director and members of the library's staff participated in several career conferences. We have attempted to discuss, with interested young people and their parents, the prospects of librarianship as a career. Printed information and other illustrative data were made available.

First Librarian

Mrs. Raymond H. O'Brien (Mabel Delle Jones), the first librarian of the Charleston Public Library (1909-1913), passed away at her home in Decatur, Georgia, on December 24, 1960. Relating the sad news, Mrs. O'Brien's daughter said her mother had a wonderful time when she visited Charleston as our guest of honor on the occasion of the Library's fiftieth anniversary celebration. Her mother, she said, returned home with many pleasant and cherished memories.

Gifts

A warm and grateful extension of appreciation is directed to the many kind persons and organizations whose gifts of books, phonograph records, pamphlets, magazines, newspapers, maps, brochures and pictures enriched the library materials collection of the Kanawha County Public Library.

Building and Grounds

Air conditioning was perhaps the most welcomed addition to the library building in recent years. The 19 window-type units were installed in various parts of the building. Comfortable temperatures and lower humidity have been the result. These pleasant conditions attracted the "summer-lost" patron while contributing to the efficiency of the staff.

Repair work on some sections of the sidewalks was made. Several areas have been improved with the removal of loose concrete and replacement by new materials.

The appearance of the lobby and stairwell to the Boys and Girls Department was enhanced with the application of several coats of paint.

Reading Clubs

The library sponsors and promotes, with the cooperation of the parents and teachers, summer and winter club programs.

The aim of our reading clubs, one conducted during the school year and the other following as a summertime activity, is to encourage boys and girls to discover the great values and reading pleasures book reading can bring. The boys and girls have discovered that the program is valuable, stimulating and lots of fun as well. With so many participating, someone once remarked that

reading is more contagious than measles. In a conversation with a principal from one of the elementary schools, Mrs. Swope, our Extension Department Librarian, was told that participation in the Noble Order of Bookworms Reading Club has had an influence on the development of the children's reading abilities. The principal cited a reading skill test which she gave to her third graders at the start of the school year. She found that children who were members of the Club had a reading ability score ranging from third grade, ninth month to a high of sixth grade, ninth month. She also commented that the reading club program contributed to this reading progress.

Acknowledgments

I am grateful to all those persons who have helped make possible the accomplishments of the past year. I should like to take this opportunity to express my appreciation:

To the Library Board of Directors for their understanding, their time and thought devoted to the Kanawha County Public Library program.

Again, I should like to extend an acknowledgment with appreciation and thanks to the Charleston Daily Mail and Charleston Gazette for the many splendid library stories and pictures appearing in the newspapers. They have help immeasurably in stimulating reading interest among their thousands and thousands of newspaper readers.

I should like to thank, particularly, the Kanawha County Public Library staff members for their excellent work and enthusiastic cooperation. Everyone concerned can take pride in the fact that the Kanawha County Public Library has played an increasingly vital part in the informational, educational, cultural and recreational life of our community.

To the many talented persons and interested organizations who have made available attractive and informative exhibits so that we may display them at the library for the enjoyment of our users and visitors.

To the boys and girls, young people and adults of Kanawha County who have made this the biggest year in the history of the Library.

To the Kanawha Valley Bank and to the Chesapeake and Potomac Telephone Company of West Virginia for making available window display space prominent to public attention.

To the Capitol, Kearse and Virginian Theaters for using a Kanawha County Public Library "commercial message".

Respectfully submitted,
Nicholas Winowich
Director

STATISTICAL REPORT

July 1, 1960 - June 30, 1961

Population served: 252,925
Opened to the public June 3, 1909. First library located in the Y.M.C.A. Building on Capitol Street.

AGENCIES

Main Library	1
Bookmobile (41 winter scheduled stops) (51 summer scheduled stops)	1
Fire Stations	8
Deposit Stations	
Schools	56
(Classrooms 517)	
Other	5
Teacher Collections	
Schools	46
(Classrooms 293)	
Other	20

BOOK CIRCULATION

	1960/61	1959/60
CITY CIRCULATION - Volumes		
Borrowed from Main Library		
Boys' and Girls' Department	238,645	224,012
Circulation Department	172,452	159,616
	411,097	383,628
COUNTY CIRCULATION - Volumes		
Borrowed from Extension Department		
Bookmobile	193,734	156,101
Deposit Collections	340,624	283,181
	534,358	439,282
TOTAL CIRCULATION - Volumes	945,455	822,910

BOOK STOCK

Number of volumes at the end of the year	202,692	192,064
Number of volumes added	17,628	17,522
Number of volumes withdrawn	7,000	8,870
Number of periodicals	421	402
Number of newspapers received	23	22

REGISTRATION

	1960/61	1959/60
Total number of registered borrowers	42,699	40,397
Total number of registered borrowers during year	14,834	14,487
Children estimated to use deposit collections in addition to the above	14,938	15,449

Time required of staff: 40 hours a week

AUDIO-VISUAL MATERIALS

Microfilm Reader		1
Record Player		2
Phonograph Record Albums	2,116 records	- 3,460 discs
Motion Picture Films (Indefinite loan to Kanawha County Public Library)		12
Microfilm (reels)		1,181
Phonograph Records Circulated		10,528

RECEIPTS AND EXPENDITURES

July 1, 1960 - June 30, 1961

RECEIPTS			
Balance with Sheriff		$141,529.59	
Board of Education		105,732.00	
County Court		105,732.00	
City of Charleston		46,217.00	
Fines, rentals and miscellaneous receipts		9,859.26	
TOTAL RECEIPTS			$409,069.85
DISBURSEMENTS			
Salaries			
Staff Salaries		$135,549.04	
Books			
Books	$48,575.11		
Audio-Visual Material	1,494.22		
Binding	5,047.01		
Periodicals	2,446.90	57,563.24	
Building and Other Expenses			
Building Staff - Salaries	$12,027.74		
Building Supplies	954.84		
Contingencies	1,009.90		
Furniture and Equipment	1,416.34		
Insurance	946.26		
Memberships	111.00		
Office and Library Supplies	4,909.52		
Printing	303.50		
Repairs and Maintenance	1,053.06		
Service Contracts	877.01		
Social Security	3,799.21		
Travel	708.38		
Utilities	6,428.47		
Vehicles - Repairs and Expense	1,935.87		
Workmen's Compensation	269.64	36,750.74	
Capital Improvements		9,022.98	
TOTAL DISBURSEMENTS			$238,886.00
UNEXPENDED BALANCE (Budgeted for Capital Improvements)			$170,183.85

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 8, 1961

The regular meeting of the Library Board of the Kanawha County Public Library was held on August 8, 1961 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Dr. Cook
Mr. Hanson
Mr. Lovenstein
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the July 7, 1961 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of July. The discussions which followed included such topics as: formation of a public library board of directors in Dunbar; library services extended to the St. Albans and South Charleston Public Libraries by the Kanawha County Public Library; future operation of the St. Albans Public Library; Capitol Street Federal Building; in case of accidents involving volunteer workers, the Library's public liability insurance, not Workmen's Compensation, can be used; and, finally, on parking problems and pedestrian traffic library location; the Director reported that, according to studies made by Mr. Joseph Wheeler (retired Baltimore librarian and dean of library consultants), approximately 15% of the library's visitors come specifically to use the library while the remaining 85% visit the library in connection with other missions in town. It was suggested that the Director

conduct a similar survey and report his findings at a future meeting of the Library Board. The Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 50 and General Bills List No. 50 duly certified and approved in accordance with the Bylaws and on motion made by Mr. Stone seconded by Dr. Cook and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 49 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Stone seconded by Dr. Cook and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

John Ray
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 5, 1961

The regular meeting of the Library Board of the Kanawha County Public Library was held on September 5, 1961 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Dr. Cook
Mr. Elphick
Mr. Lovenstein
Dr. Riggleman
Mr. Stone
Mr. Thomas

The President presided. The Secretary reported that a quorum was present. The minutes of the August 8, 1961 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of August. Following additional comments on and discussion of books, binding and periodicals budget, book purchasing practices, book discount schedules offered by jobbers and publishers, rebinding and pre-binding of books and the forthcoming radio publicity campaign inviting adult listeners to visit and use the library, the Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 51 and General Bills List No. 51 duly certified and approved in accordance with the Bylaws and on motion made by Dr. Cock seconded by Dr. Riggleman and duly passed, it was

ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 50 duly certified and approved in accordance with the Bylaws, and on motion made by Dr. Cook seconded by Dr. Riggleman and duly passed it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building. A progress report was presented by the Chairman. General discussion followed.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scale. On motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 3, 1961

The regular meeting of the Library Board of the Kanawha County Public Library was held on October 3, 1961 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mr. Chilton
Dr. Cook
Mr. Hanson
Mrs. Keenan
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the September 5, 1961 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of September. Interest was expressed in the forthcoming West Virginia Library Association annual conference to be held in Charleston on October 13 and 14. Following a discussion of the program and activities scheduled to take place at the Daniel Boone Hotel, members of the Library Board were encouraged to attend. The Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 52 and General Bills List No. 52 duly certified and approved in accordance with the Bylaws and on motion made by Mr. Chilton seconded by Dr. Cook and duly passed,

it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 51 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Chilton seconded by Dr. Cook and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Position Vacancy. The Director reported that a vacancy exists in Circulation Department. He presented the application of Miss Frances Dillinger and reported on her educational background and her library experience. The Director recommended that she be appointed.

It was moved by Mr. Stone seconded by Mr. Chilton and unanimously

RESOLVED, That Miss Frances Dillinger be appointed Circulation Librarian Assistant effective October 1, 1961, at an annual salary of $4,900.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

John W. Kay
President

Nicholas Kindrick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 7, 1961

The regular meeting of the Library Board of the Kanawha County Public Library was held on November 7, 1961 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Dr. Cook
Mr. Hanson
Mrs. Keenan

The President presided. The Secretary reported that a quorum was present. The minutes of the October 3, 1961 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of October. Additional comments were made on the survey, the West Virginia Library Association's 1961 Annual Conference and on the extension of library service to hospital patients of the McMillan Hospital. Following discussion, the Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Boss of the Year. Mr. Hanson pointed out that the Director, Mr. Winowich, had recently been chosen "Boss of the Year" for 1961 by the Charleston Chapter of the National Secretaries Association. Mr. Hanson also felt that this distinguished honor should be recognized by the Library Board and suggested that the distinction be recorded in the minutes. The Board was gratified that Mr. Winowich has been accorded this outstanding honor and agreed unanimously with Mr. Hanson's suggestion.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 53 and General Bills List No. 53 duly certified and approved in accordance with the Bylaws and on motion made by Dr. Cook seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 52 duly certified and approved in accordance with the Bylaws and on motion made by Dr. Cook seconded by Mr. Hanson and duly passed it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building. The Chairman presented a progress report and projected some plans for action. General discussion followed.

NEW BUSINESS

Position Vacancy. The Director reported that a vacancy exists in the Extension Department. He presented the application of Mrs. Clara H. Hampton and reported on her educational background, personal qualifications and her professional library experience. The Director recommended that she be appointed.

It was moved by Dr. Cook seconded by Mr. Hanson and unanimously

RESOLVED, That Mrs. Clara H. Hampton be appointed Extension Librarian Assistant effective November 13, 1961, at an annual salary of $4,600.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scale. On motion duly

made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 5, 1961

The regular meeting of the Library Board of the Kanawha County Public Library was held on December 5, 1961, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mrs. Brown
Mrs. Keenan
Dr. Riggleman
Mr. Thomas

The President presided. The Secretary reported that a quorum was present.

Resolution on the Life and Service to the Library of Dr. Roy Bird Cook.

Upon motion by Dr. Riggleman, seconded by Mr. Thomas, the following resolution was adopted unanimously:

WHEREAS, It is with profound sorrow that we record here the passing of Dr. Roy Bird Cook who died in Charleston, West Virginia, on November 23, 1961.

Dr. Cook became a member of the Kanawha County Public Library Board of Directors in August, 1943 and was elected Vice-President in March, 1959. He gave unstintingly of his time, energy and talents in support of the Library's aims and purposes and contributed in everyway to its growth and welfare. As an historian, scholar, author and lover of books, his advice was invaluable and highly appreciated by the Library Board and Staff.

Dr. Cook's life work encompassed many fields in which he served with distinction and devotion becoming a credit to his community, his state and to this Library; and,

WHEREAS, In this, the first meeting since the death of our friend and fellow member, the Library Board of Directors wishes to give expression to its sense of personal loss,

IT IS HEREBY RESOLVED, That a copy of this resolution shall be transmitted to the family of Dr. Cook, to whom we extend our sincerest sympathy and that this remembrance be spread upon the minutes of this meeting.

The minutes of the November 7, 1961 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of November. It was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 54 and General Bills List No. 54 duly certified and approved in accordance with the Bylaws and on motion made by Mr. Thomas seconded by Mrs. Anderson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 53 duly certified and approved in accordance with the Bylaws and on motion made by Mr. Thomas seconded by Mrs. Anderson and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Bookmobile Service at Industrial Plants. The Director projected some thoughts on the subject of making regularly scheduled bookmobile stops at several of the larger industrial plants in Kanawha County. Such visits would

make it possible to reach a potentially large adult book reading audience. Following discussion, action was deferred until a later date when a complete program is to be presented.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 9, 1962

The regular meeting of the Library Board of the Kanawha County Public Library was held on January 9, 1962, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Hanson
Mrs. Keenan
Mr. Lovenstein
Mr. Stone
Mr. Thomas
Mr. Williamson

In the absence of the President, Mr. Hanson presided. The Secretary reported that a quorum was present.

The minutes of the December 5, 1961 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of December. Questions regarding the Capitol Street Federal Building, conversations between the Director and General Services Administration personnel (Mr. Nunnally and Mr. Taylor) concerning the disposition of the building and its acquisition by the Kanawha County Public Library, and the change in West Virginia's levy and assessment calendar were discussed. A map of Kanawha County showing library board membership by magisterial district was exhibited. The Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Reports of Committees.

St. Albans Public Library. The Library Director, at Mr. Stone's suggestion had completed arrangements for a committee meeting to be held in the Library Board Room at 2:00 p.m. on January 22, 1962. Having met previously on April 14, 1961, committees of the Kanawha County Public Library Board of Directors and the St. Albans Public Library Board of Directors will resume discussion concerning both institutions.

Approval of Bills. The Director submitted Book Bills List No. 55 and General Bills List No. 55 duly certified and approved in accordance with the Bylaws and on motion made by Mr. Thomas, seconded by Mr. Williamson, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 54 duly certified and approved in accordance with the Bylaws and on motion made by Mr. Thomas, seconded by Mr. Williamson, and duly passed, it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scales. On motion duly made, seconded and carried all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

Arthur Thomas
Vice-President

Nicholas Kinnaird
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 6, 1962

The regular meeting of the Library Board of the Kanawha County Public Library was held on February 6, 1962, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Mr. Hanson
Mrs. Keenan
Mr. Lovenstein
Mr. Stone
Mr. Thomas
Mr. Williamson

The President presided. The Secretary reported that a quorum was present.

The minutes of the January 9, 1962 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of January. Additional comments were made concerning the Harry Futterman Fund, Sunrise Foundation, Inc., and the average daily circulation of books from the library's three lending departments. The Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Reports of Committees.

St. Albans Public Library. Mr. Stone, Chairman of the special committee appointed to investigate and report upon the St. Albans Branch Library project reported as follows:

(1) That a meeting had been held by the special committee with representatives of St. Albans Public Library, Inc., the latter being a non-profit corporation consisting of citizens of the St. Albans area who are interested in establishing a branch library in that community;

(2) That the St. Albans organization has purchased and fully paid for a parcel of land in the City of St. Albans suitable for a branch library and has had plans drawn for an adequate and attractive library building;

(3) That St. Albans people have raised a substantial sum of money and obtained pledges for the erection and equipping of the proposed library building, but that further progress in raising funds for the completion of the building is dependent in large part on working out a mutually satisfactory operating arrangement with the Kanawha County Public Library;

(4) That as a result of the meeting aforesaid there has been received a written proposal dated February 6, 1962, signed by Mr. W. J. Frink, chairman of the St. Albans Public Library, Inc. which embodies substantially the views concurred in by those present at the meeting aforesaid.

Wherefore, on motion of Mr. Stone, seconded by Mr. Hanson, the following resolution was unanimously adopted:

RESOLVED, FIRST: That the Board hereby approves and accepts the written proposal of St. Albans Public Library, Inc. dated February 6, 1962, providing that St. Albans Public Library, Inc., at its own cost will complete the construction of and supply all furnishings for, the proposed St. Albans branch library, and that upon such completion will convey the same to the Kanawha County Public Library, the latter in turn to supply a part of the cost of the operation and maintenance of said library as a branch of the Kanawha County Public Library, the details of such arrangement being more fully set out in said written proposal;

SECOND: That the said written proposal of St. Albans Public Library, Inc. outlining the terms and conditions of the conveyance of the St. Albans Library property to the Kanawha County Public Library and the plan for financing the operation and maintenance thereof as a branch of the Kanawha County Public Library, all as aforesaid, be copied in full into the minutes of this meeting; and

THIRD: That the form and content of the conveyance of said property to Kanawha County Public Library shall be subject to approval by the Kanawha County Public Library and its attorneys.

2-6-62

Proposal to Kanawha County Public Library
by St. Albans Public Library

"In order to provide for the operation of a branch library in St. Albans by Kanawha County Public Library, the following proposal is submitted to Kanawha County Public Library, hereinafter sometimes referred to as "Kanawha", by St. Albans Public Library, hereinafter sometimes referred to as "St. Albans":

1) St. Albans will at its cost complete the construction of the proposed library building in St. Albans, at the site and substantially according to the plans and specifications heretofore exhibited to Kanawha, and install therein the furniture and fixtures required for operating a branch library.

2) When the library building is ready for occupancy and use, St. Albans will convey the real estate on which the library building is situated to Kanawha, and will also assign the furniture, fixtures, books and other property therein to Kanawha. (This action is subject to approval by the membership of the St. Albans Public Library, Incorporated at a Public Meeting.)

3) St. Albans will endeavor to contribute and/or cause to be contributed to Kanawha for use in operating a branch library in the City of St. Albans the sum of $10,000.00 per year for ten years after Kanawha assumes the management and control thereof, the members and officers of St. Albans pledging their best efforts to that end.

4) Upon the transfer of the library building and other property above-mentioned to Kanawha by St. Albans, Kanawha will operate a branch library therein and therewith, which will provide library service to the citizens of St. Albans and the area surrounding.

5) Kanawha will apply the sum of $10,000.00 per year from its funds to the cost and expense of operating the said branch library during the above-mentioned ten year period, provided the contribution of St. Albans mentioned in paragraph 3 hereof is not less than $6,000.00 in each of said years. It is recognized that the larger the contribution by St. Albans the better will be the library service which Kanawha will be able to furnish.

6) After the expiration of the ten year period Kanawha will endeavor to furnish library service not less in quality than has heretofore been furnished; and in each year in which the Council of the City of St. Albans makes available to Kanawha for the operation of the branch library a sum which bears the same proportion to the total assessed valuation of property in St. Albans as the amount made available to Kanawha for library purposes by the Council of the City of Charleston bears to the total assessed valuation of property in Charleston, Kanawha will endeavor to furnish library service in St. Albans which is comparable to library service furnished in Charleston, to the extent that it is possible to do so by the reasonable and, in the opinion of Kanawha, the proper distribution of all the funds which Kanawha has available for all library purposes in that year.

7) The present Kanawha Board will by action in its minutes: a) record the fact that the money for this building was raised by the people in St. Albans and b) commend the thought to future Kanawha Boards that these assets should be preserved for use by the City of St. Albans should unforseen events, however remote, dictate the discontinuance of a branch library operation in St. Albans."

/s/

W. J. Frink, Chairman,
St. Albans Public Library, Inc.

Approval of Bills. The Director submitted Book Bills List No. 56 and General Bills List No. 56 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Hanson, seconded by Mr. Thomas, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 55 duly certified and approved in accordance with the Bylaws and on motion by Mr. Hanson, seconded by Mr. Thomas, and duly passed, it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

John V. Ray
President

Nicholas Winovich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 6, 1962

The regular meeting of the Library Board of the Kanawha County Public Library was held on March 6, 1962, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Hanson
Mrs. Anderson
Mr. Chilton
Mr. Lovenstein
Mr. Shonk
Mr. Stone

In the absence of the President, Mr. Hanson presided. The Secretary reported that a quorum was present.

The minutes of the February 6, 1962 meeting were approved.

Director's Monthly Report. Before reading his report on the activities of the Library for the month of February, the Director showed a scale model of the proposed St. Albans Public Library and he described the building's physical characteristics. Mr. Stone and the Director then reviewed the activities and plans which have taken place regarding the St. Albans Branch Library project. Following discussion, the Director read his report which was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Reports of Committees.

Budget Committee. A meeting of the Budget Committee was held on March 5, 1962. Mr. Lovenstein, Member of the Budget Committee, reported and submitted a proposed budget for the fiscal year 1962/1963. Following explanation of the

document and discussion, it was moved by Mr. Chilton and seconded by Mr. Stone that the budget for 1962/1963 be adopted, and that a copy of the budget be attached to the minutes of this meeting. Motion passed.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Court of Kanawha. Mr. Chilton moved that the following resolution be adopted:

> RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1962, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the Vice President; and,
>
> RESOLVED FURTHER, That the Vice President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 148 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,
>
> RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Stone and upon a vote being taken the motion carried unanimously.

Mr. Chilton moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1962, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the Vice President; and,

RESOLVED FURTHER, That the Vice President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy in accordance with Section 5 of Chapter 148 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Stone and upon a vote being taken the motion carried unanimously.

Mr. Chilton moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1962, which has been approved and adopted by the Library Board, be transmitted to the County Court of Kanawha County by a proper letter signed by the Vice President; and,

RESOLVED FURTHER, That the Vice President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Court of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 148 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Court of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Stone and upon a vote being taken the motion carried unanimously.

Approval of Bills. The Director submitted Book Bills List No. 57 and General Bills List No. 57 duly certified and approved in accordance with the Bylaws and on motion made by Mr. Chilton seconded by Mrs. Anderson, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 56 duly certified and approved in accordance with the Bylaws and on motion by Mr. Chilton, seconded by Mrs. Anderson, and duly passed, it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Outstanding Checks. Mr. Aaron Rapking, Jr., Director of Budgets and Accounting, Board of Education of the County of Kanawha, informed the Director that the following checks, issued in previous years, should be cancelled and that provisions should be made for payment from current year expenses should a claim be made.

Date	Check #	Voucher #	Amount	Payee	Purpose
1-57	567	279	$ 2.08	National Publicity Council	Public Library News and Magazine
1-57	764	381	8.50	Motion Picture Almanac	Books
6-60	1343	709	15.00	R. R. Bowker Company	American Library Directory
			$25.58		

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

Vice President

Secretary

BUDGET 1962/1963
KANAWHA COUNTY PUBLIC LIBRARY

EXPENDITURES

Salaries

Professional	$ 80,100
Non-Professional	67,962
Substitutes	3,550
	$151,612

Books

Books	$ 51,150
Binding	6,000
Periodicals	2,700
	$ 59,850

Other Expenses

Salaries - Building	$ 13,560
Repairs and Maintenance	2,000
Utilities	8,075
Service Contracts	1,104
Building Supplies	1,000
Office and Library Supplies	6,000
Insurance	1,151
Vehicles - Repairs and Expense	2,978
Furniture and Equipment	2,932
Travel	950
Printing	1,000
Memberships	130
Contingencies	1,290
Social Security	4,600
Workmen's Compensation	317
	$ 47,087

Total Operating Expenses	$258,549

Capital Improvements

Building Fund	$266,977

TOTAL BUDGET OF EXPENDITURES	$525,526

SOURCE OF FUNDS

Balance with Sheriff	$216,977
Estimated Receipts	
Board of Education	$122,213
County Court	122,213
City of Charleston	53,423
Miscellaneous	10,700
TOTAL FUNDS	$525,526

KANAWHA COUNTY PUBLIC LIBRARY

Salary Budget 1962/1963

Position	Employee	Monthly Salary	Annual Salary
Director	Nicholas Winowich	$766.66	$ 9,200
Chief, Boys and Girls Librarian	Wilma Brown	529.16	6,350
Chief, Catalog Librarian	Jane Brugger	529.16	6,350
Chief, Circulation Librarian	Ruth Figgatt	529.16	6,350
Chief, Reference Librarian	Frances Gerard	475.00	5,700
Chief, Extension Librarian	Frances Swope	554.16	6,650
Circulation Librarian	Margaret Hilliard	458.33	5,500
Circulation Librarian (Part-time)	Jane L. Goshorn	170.83	2,050
Circulation Librarian (Part-time)	Alice Gygax	204.16	2,450
Circulation Librarian	Frances Dillinger	420.83	5,050
Reference Librarian	Hazel Fisher	433.33	5,200
Extension Librarian	Helen Miller	420.83	5,050
Extension Librarian	Clara Hampton	395.83	4,750
Preparation & Binding Librarian	Robert F. Simmons	404.16	4,850
Boys and Girls Librarian	To be appointed	383.33	4,600
			$80,100

Non-Professional Staff

Director's Secretary	Lorena Ammar	$391.66	$ 4,700
Order Clerk	Mae Thomas	273.33	3,280
Special Clerk, Office	Barbara Steele	248.33	2,980
Special Clerk, Extension	Laverta Spurlock	258.33	3,100
Senior Clerk, Extension	Gail Withrow	215.00	2,580
Senior Clerk, Extension	Janet Kay Hudnall	207.50	2,490

Position	Employee	Monthly Salary	Annual Salary
Senior Clerk, Extension	LaDonna Evans	$222.50	$ 2,670
Senior Clerk, Extension	Franca Martin	222.50	2,670
Senior Clerk, Catalog	Gloria Adkins	215.00	2,580
Senior Clerk, Catalog	Patricia Angel	207.50	2,490
Senior Clerk, Catalog	Sharon King	215.00	2,580
Senior Clerk, Circulation	Betty Sexton	237.50	2,850
Senior Clerk, Circulation	Harriet Tooley	215.00	2,580
Senior Clerk, Circulation	Patricia Plant	207.50	2,490
Senior Clerk, Circulation (Part-time)	Charlotte Bruffy	103.75	1,245
Senior Clerk, Circulation (Part-time)	Patricia Hurley	100.00	1,200
Senior Clerk, Boys and Girls	Barbara Dery	207.50	2,490
Senior Clerk, Boys and Girls	Janet Phalen	207.50	2,490
Senior Clerk, Boys and Girls	Linda Terry	207.50	2,490
Bookmobile Driver	Evan Hall	350.00	4,200
Messenger	To be appointed	90.00	1,080
Pages - 145 hrs. per week x 52 @ 85¢			6,409
Pages - 162 hrs. per week x 52 @ 75¢			6,318
			$67,962

Substitutes

1 librarian equivalent to 2½ months (circulation)	$ 1,000
1 librarian equivalent to 5 months (reference)	2,000
1 truck driver for dep. coll.	250
1 substitute bookmobile driver	300
	$ 3,550
TOTAL SALARY BUDGET	$151,612

Books

Books		
Boys and Girls	$ 9,000	
Circulation	17,800	
Extension	15,500	
Reference	7,100	
		$49,400
Phonograph Records	$ 1,600	
Binding	6,000	
Periodicals	2,700	
Postage	150	
		$10,450
		$59,850

Salaries - Building

Position	Employee	Monthly Salary	Annual Salary
Building Superintendent	Charles B. Lander	$380.00	$ 4,560
Janitor	Robert Dawkins	275.00	3,300
Janitor	Fred Skiles	275.00	3,300
Janitor (Part-time)	Moses Adams	141.66	1,700
Substitutes			700
			$13,560

Repairs and Maintenance

General Repairs -	repairing fixtures, painting, cleaning improvements, removing pigeons, etc.	$2,000

Utilities

Electricity	$3,650
Gas	1,500
Telephone	1,925
Sewerage	500
Water	500
	$8,075

Service Contracts

Fred Skiles - hauling trash - 12 months @ $20.00	$ 240
Gaylord Brothers - rental of charging machine for one year	50
General Window Cleaning - once every 2 months @ $52.00 - washing windows	312
International Business Machines - maintenance contract for electric typewriter	35
Orkin Exterminating Company - 12 months @ $10.00	120
Property Protection Company - recharging of fire extinguishers	30
Duplicating Products Company - once every 3 months - mimeograph machine	42
Royal McBee Corporation - maintenance contract for 9 typewriters	132
Thermo-Fax Sales, Inc. - maintenance contract for Thermo-Fax Copier	35
Monroe Calculating Machine Company - maintenance contract for adding machine	24
Victor Adding Machine Company - maintenance contract for adding machine	21
Remington Rand - maintenance for calculator	63
	$1,104

Building Supplies

Fluorescent tubes and incandescent lamps	$ 400
Wax, steel buffing pads, brooms, mops, soap and other items	600
	$1,000

Office and Library Supplies

Office Supplies

Stencils, inks, pencils, paper, stationery, printed forms, and other supplies	$1,500

Library Supplies

Catalog cards, application cards, book pockets, book cards, mending supplies, identification cards, and other supplies	2,300

Reading Clubs

Noble Order of Bookworms, Library Club of America, Vacation Reading Club	600

Postage

Postal cards, stamped envelopes and stamps	1,600
	$6,000

Insurance

	Amount Insured	Premium
Building	$600,000	$ 305
Exhibition	5,000	50
Furniture and Equipment (3 yr. premium)	81,000	275
Public Liability - Building 300,000/1,000,000/25,000		165
Bookmobile - public liability and property damage 250,000/500,000/100,000		206
Truck - public liability and property damage 250,000/500,000/100,000		150
		$1,151

Vehicles - Repairs and Expense

Gasoline, oil and lubrication for bookmobile and truck	$1,250
Washing bookmobile and truck	80
Bookmobile and truck - maintenance and repair	810
Bookmobile - 5 tires and 5 tubes	388
Painting bookmobile - exterior	450
	$2,978

Furniture and Equipment

1 Secretarial desk	$ 250
3 Five-drawer files	446
1 Record player	75
Hines shelving	426
Remington Rand shelving	300
3 Typewriters	600
Card catalog cabinet	620
4 Kik-Step stools	62
1 Revolving dictionary holder	16
2 Book trucks	87
1 Posture chair	50
	$2,932

Travel

Director and five staff members to attend West Virginia Library Association Fall Meeting	$175
Director and five staff members to attend West Virginia Library Association Spring Meeting	175
Director to attend American Library Association Midwinter Meeting	150
Director and two staff members to attend American Library Association Annual Summer Meeting	450
	$950

Printing

Annual reports - 1,000	$ 300
Bookmobile - Fall-Winter schedules	160
Bookmobile - Summer schedules	160
Publications - (booklists, bookmarks, posters and informational literature)	380
	$1,000

Membership

American Library Association	$125
West Virginia Library Association	5
	$130

Contingencies

Ads in library publications	$ 25
Legal advertising	175
Audit	505
Refunds on lost books - paid	105
Refunds on deposits	80
Miscellaneous	400
	$1,290

Social Security

Contribution on earnings up to $4,800 @ 3 1/8%	$4,600

Workmen's Compensation

Amount based on Class P-7 (all employees except building staff and bookmobile driver) at 20¢ per $100.00	$291
Amount based on Class K-4 (building staff, bookmobile and truck driver) at 13¢ per $100.00	26
	$317

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 3, 1962

The regular meeting of the Library Board of the Kanawha County Public Library was held on April 3, 1962, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Hanson
Mrs. Brown
Mr. Lovenstein
Dr. Riggleman
Mr. Shonk
Mr. Thomas

In the absence of the President, Mr. Hanson presided. The Secretary reported that a quorum was present.

The minutes of the March 6, 1962 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of March. In response to a question, Mr. Hanson and the Director presented additional information concerning the annual workshops sponsored by the West Virginia Library Commission. The Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Memorandum - John V. Ray. Following an inquiry by Mr. Shonk about the amount carried in the Library's Building Fund, Mr. Hanson asked the Director to read a memorandum from Mr. John V. Ray regarding a meeting he attended at Charleston's City Hall at which Mayor Shanklin, City Attorney Dodson, County Commissioner Smith, County Commissioner Glenn and County Attorney Peters

were present. A copy of the memorandum was sent to each member of the Budget Committee and is filed with the minutes of this meeting.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 58 and General Bills List No. 58 duly certified and approved in accordance with the Bylaws and on motion made by Dr. Riggleman, seconded by Mr. Shonk, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 57 duly certified and approved in accordance with the Bylaws and on motion by Dr. Riggleman, seconded by Mr. Shonk, and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building. The Director reported on the telephone conversations he held with Congressman Slack and Administrative Assistants, Perry W. Woofter of Senator Byrd's office and Miss Marie Lantz of Senator Randolph's office, concerning the Capitol Street Federal Building. Senator Byrd and Senator Randolph were not available at the time the telephone calls were placed on March 26, 1952. The above action was prompted by the apparent interest in the Capitol Street Federal Building by the State of West Virginia as a possible state office building. Following considerable discussion, Mr. Hanson appointed Mr. Shonk, Mr. Williamson and Mr. Chilton to meet with Governor Barron upon his return from Japan to discuss this matter. The Director was requested to inform Messrs. Williamson and Chilton of this action.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

Vice President

Secretary

M E M O

At the request of Mr. Charles G. Peters, I attended a meeting at 10:30 o'clock this morning in the office of the Mayor at the City Hall, at which Mayor Shanklin, City Attorney Dodson, County Commissioner Smith, County Commissioner Glen and County Attorney Peters were present, and the 1962-1963 budget of Kanawha County Public Library was discussed.

The Mayor and the County Commissioners complained about the successive annual increases in the budget of Kanawha County Public Library and stated that both the City and the County are so short of funds this year that they felt the budget of Kanawha County Public Library should be substantially decreased. I pointed out to those present the successive budgets of Kanawha County Public Library from 1957-1958 to 1962-1963, both inclusive, and stated to them that the increases in the budget were due to the increased cost of materials and the increased amounts which the Library Board was compelled to pay professional librarians in order to maintain a professional staff sufficient to operate the library.

My statement with respect to increased salaries and increased cost of materials were not challenged. However, the practice of the Library Board to put $50,000.00 in the budget each year for building improvements and repairs was challenged; and I was requested to eliminate the $50,000.00 item from the proposed 1962-1963 budget.

I did not refuse to consider the deletion of the $50,000.00 building improvement item. I explained in some detail what the Library Board had done about remodeling the present Library Building; what had been done with respect to obtaining the Capitol Street Federal Building for library purposes; and what the present situation is in respect to those matters, as far as I knew.

I stated that if I knew that the Library Board would not get the Capitol Street Federal Building and would remodel the present building, I would readily agree to eliminate the $50,000.00 item for this year, because I did not believe that the Board would be able to spend in the current fiscal year the $216,977.00, which it has accumulated for remodeling purposes.

I pointed out, however, that in order to have any chance to get the old Capitol Street Federal Building the Library Board would have to convince General Services Administration that it was in a position to remodel the building and use it for public purposes; and that the difference between $216,977 and $266,977 might be the cause of losing the Capitol Street building. For that reason, I urged that the $50,000 not be eliminated this year.

All of the persons at the meeting appeared to be very much interested in the Library Board obtaining the Capitol Street building for library purposes and, as neither the City nor the County Court has any present plan of using the building, it appears that the Library Board will have the full support of the Mayor and of the City Council and of the County Court in its efforts to obtain the building.

After a long discussion, in the course of which I pointed out that the building fund had been accumulated by the Library Board in accordance with an opinion from the State Tax Commissioner, I was asked to withdraw from the meeting. When I was invited back into the meeting, I was told that the Mayor and the County Commissioners had decided to go along with the budget of Kanawha County Public Library for the current year as submitted; but that serious study would have to be given to the building fund item in next year's budget.

After thanking the Mayor and the County Commissioners, I stated to them that I felt it was only fair that the Budget Committee of the Library Board in the future discuss tentative budgets for the library with representatives of the City, County Court and Board of Education before the Budget Committee submits its recommendations to the Library Board.

Accordingly, I think that the next year's budget procedure should be:

(1) Preparation of tentative budget by the Director.

(2) Consideration of the Director's tentative budget and preparation of the proposed budget by the Budget Committee.

(3) Meeting of the Budget Committee with representatives of the City, County and Board of Education.

(4) Report by the Budget Committee to the Library Board.

(5) Adoption of the budget by the Library Board.

At the meeting the question of representation of the City, County and Board of Education on the Library Board was briefly discussed. I sensed that my views on this question might not be the same as those of the Mayor and the County Commissioners; so, after stating that I thought that the City and the County and the Board of Education should each have two members on our Library Board, I suggested that further discussion of that be postponed. In my opinion, this is a matter which must be given some serious study.

John V. Ray

March 13, 1962

JVR:Mc

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 8, 1962

The regular meeting of the Library Board of the Kanawha County Public Library was held on May 8, 1962, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mr. Dickinson
Mr. Hanson
Mrs. Keenan
Mr. Shonk
Mr. Stone
Mr. Williamson

The President presided. The Secretary reported that a quorum was present.

The minutes of the April 3, 1962 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of April. Additional comments were made by the Director regarding the Library's pigeon problem. Afterwards, the question of representation of the City, County Court and Board of Education on the Library Board was discussed. The Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Reports of Committees.

Capitol Street Federal Building. Mr. Shonk, Chairman, reported for the Committee. Resolutions waiving their respective legal priorities have been adopted by the Board of Public Works and the County Court of Kanawha County. The adoption of similar resolutions from the City of Charleston and the

Kanawha County Board of Education is expected, and the adoption of resolutions supporting the application of Kanawha County Public Library by Charleston Chamber of Commerce and other civic organizations is anticipated. Copies of each, he said, would then be sent to Senator Byrd, Senator Randolph, Congressman Slack, Department of Health, Education and Welfare and General Services Administration.

Approval of Bills. The Director submitted Book Bills List No. 59 and General Bills List No. 59 duly certified and approved in accordance with the Bylaws and on motion made by Mr. Hanson, seconded by Mr. Williamson, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 58 duly certified and approved in accordance with the Bylaws and on motion by Mr. Hanson, seconded by Mr. Williamson, and duly passed, it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Library Board Memberships. The President appointed a Library Board Membership Committee consisting of Mrs. Brown, Mr. Williamson, and Mr. Stone, Chairman, to make recommendations for a nominee to replace Dr. Roy Bird Cook, deceased. The committee was asked to make its report at the June meeting.

Budget - Unexpended Salaries. It was moved by Mr. Hanson, seconded by Mr. Stone and unanimously

> RESOLVED, That the unexpended balance in the salaries account, which is the result of unfilled positions on the library staff, be spent for books, bindings and other operating expenses approved by the Director.

Paving of Parking Lot. The President reported that Mr. R. W. Robinson, the lessee on a month to month basis of an area used for parking to the south of the Library Building, has offered to pave said area with black top at his expense but with a refund to be made to him if his lease is terminated prior to June 1, 1966, the work to be completed prior to June 1, 1962. Following discussion, on motion made by Mr. Stone, seconded by Mr. Dickinson, the Director was authorized to sign on behalf of the Library a written agreement with Mr. Robinson embodying the offer which he had made.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scale. On motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

John W. Ray
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 5, 1962

The regular meeting of the Library Board of the Kanawha County Public Library was held on June 5, 1962, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mr. Dickinson
Mr. Hanson
Mr. Lovenstein
Mr. Stone

The President presided. The Secretary reported that a quorum was present.

The minutes of the May 8, 1962 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of May. A discussion of library sponsored reading club programs, together with an exhibit of certificates and pins awarded to qualified juvenile readers, followed. The Director's report was accepted and ordered filed and he was authorized to publish parts of the report as he might deem desirable.

Library Board Memberships. It was moved by Mr. Lovenstein, seconded by Mr. Hanson that (i) Mr. C. C. Dickinson, for a term of six (6) years beginning July 1, 1962, (ii) Mr. L. Newton Thomas, for a term of six (6) years beginning July 1, 1962 and (iii) Mr. Charles T. Hopkins, for a term of six (6) years beginning July 1, 1962 be nominated to the Library Board. The motion passed. The Director was instructed to report the said nominations to the Board of

Education of the County of Kanawha with the request that the said nominees be duly elected.

Approval of Bills. The Director submitted Book Bills List No. 60 and General Bills List No. 60 duly certified and approved in accordance with the Bylaws and on motion by Mr. Hanson, seconded by Mr. Dickinson, and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 59 duly certified and approved in accordance with the Bylaws and on motion by Mr. Hanson, seconded by Mr. Dickinson, and duly passed, it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Nominating Committee. Mr. Dickinson moved, Mr. Hanson seconded, that Mr. Lovenstein be appointed chairman with Mrs. Anderson and Mr. Shonk as members of a committee to make nomination for officers for the coming year. The motion passed.

State Sinking Fund Commission. It was moved by Mr. Stone, seconded by Mr. Lovenstein that a sum of fifty thousand dollars ($50,000) of the capital improvements - building money be invested with the State Sinking Fund Commission deposited to the account of the Kanawha County Public Library. Motion carried.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 6, 1962

The Annual Meeting of the Library Board of the Kanawha County Public Library was held on July 6, 1962 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Mr. Chilton
Mr. Hanson
Mrs. Keenan
Dr. Riggleman
Mr. Shonk
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the June 5, 1962 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of June. Following discussion, the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Director's Annual Report. The Director presented highlights from the Annual Report for the fiscal year ending June 30, 1962. Following discussion, it was moved by Mr. Chilton, seconded by Dr. Riggleman, that the report, as presented, be accepted; that a copy be sent to each member of the Library Board; and that the report, upon being approved by the Book Committee, be published as a document of the Kanawha County Public Library and distributed by the Director. The motion passed.

Approval of Bills. The Director submitted Book Bills List No. 61 and General Bills List No. 61 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Chilton, seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 60 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Chilton, seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Election of Officers. Mr. Shonk, a member of the Nominating Committee, reported the recommendation of the Committee as being that Mr. Ray, Mr. Hanson and Mr. Winowich be nominated as President, Vice-President and Secretary/Treasurer of the Library Board, respectively, for a term of one year ending June 30, 1963. There were no other nominations and an election being held, the said nominees were elected.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scales. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

John Ray
President

Nicholas Winowich
Secretary

ANNUAL REPORT

KANAWHA COUNTY PUBLIC LIBRARY

1961/1962

CHARLESTON, WEST VIRGINIA

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

John V. Ray, President
Arthur Hanson, Vice President

Margaret Anderson
Hester Brown
W. E. Chilton, III
C. C. Dickinson
Neil Elphick
Charles T. Hopkins
Eleanor Keenan
Sydney M. Kleeman
L. K. Lovenstein
John D. Maurice
Leonard Riggleman
Donald C. Shonk
A. Guy Stone
L. Newton Thomas
Charles A. Williamson
John A. Young

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Professional

Wilma Brown
Jane Brugger
Frances Dillinger
Ruth E. Figgatt
Hazel Fisher
Frances Gerard
Jane Lee Goshorn
Alice Gygax
Clara Hampton
Margaret Hilliard
Helen Miller
Robert F. Simmons
Frances Swope

Non-Professional

Gloria Adkins
Lorena Ammar
Patricia Angel
Barbara Dery
LaDonna Evans
Evan Hall
Janet Kay Hudnall
Sharon King
Franca Martin
Janet Phalen
Patricia Plant
Betty Sexton
Laverta Spurlock
Barbara Steele
Linda Terry
Ninnetta Mae Thomas
Harriet Tooley
Gail Withrow

Building Staff

Charles B. Lander, Building Superintendent
Robert Lee Dawkins
Fred Skiles
26 Additional Part-Time Staff Members

ANNUAL REPORT 1961/1962

To the Library Board of the Kanawha County Public Library -

The Director's annual report for the period July 1, 1961, to June 30, 1962, is herewith submitted:

Circulation of library materials continues to grow each year. Increases have been recorded by each of our three lending departments. In 1961/1962, 976,192 volumes were lent to library card holders. This represents an increase of 30,737 (3%) over that recorded the previous year.

It should be noted that the emphasis here is on the number of books loaned to library patrons. It does not take into account, by estimate only, the veritable hundreds of thousands of books used on the premises by visitors, students and others. These are the persons who simply found the materials they needed, completed their research and departed without borrowing a single item.

In addition to books, the library's card owner borrowed:

5,499 pamphlets
5,444 pictures
10,190 phonograph record albums
15 films (viewed by 2,295 persons)

Book Stock

The life blood of any library is its book stock which continues to grow and improve. We have on hand, by department, the following number:

Boys and Girls		35,236
Adult Circulation		89,627
Extension		52,999
Juvenile	32,215	
Adult	20,784	
Reference		35,250
Total Book Stock		213,112

Library Borrowers

A total of 17% of all Kanawha County residents were library card holders as of June 30, 1962. The number of registered borrowers totaled 43,880 as compared to 42,699 recorded in 1961.

BOYS AND GIRLS DEPARTMENT

It does not require a pair of rose-colored spectacles to see that library service in the department has expanded and improved during the past year. There are several reasons for this; namely, the professional assistance of school librarians, who are employed on Saturdays when circulation of materials is well above the normal level; a team of good clerical employees who work well together and have a good understanding and appreciation of routines; and an experienced and dedicated chief of juvenile services who administers the activities within the department.

On many Saturdays, circulation figures hovered around the 1600's and 1700's. At these times, the staff has had to work faster over a longer period to meet the demand of patrons - children, parents and teachers. On March 24, the peak was reached when 1,941 books were charged to library borrowers during an eight-hour period.

The reading club programs, in operation during the school year and during the vacation period, have been very successful. Helping children learn to love reading and to develop an appreciation for books and libraries is the ultimate aim of the reading club project.

An attention-getting promotion, which incidentally became the basis for a large valentine display in the department, asked adults to "name your favorite storybook character." Letters were sent to individuals and visitors were invited

to participate. In addition to the many persons who responded, it seemed as though most of the girls and boys who came to the library were anxious to tell us what their daddys and mommys liked when they were children. The storybook characters most frequently noted were: Tom Sawyer, Huck Finn, Pinocchio, Alice in Wonderland, Sleeping Beauty, Hans Brinker and Uncle Remus.

Staff

Miss LaDonna Evans, clerical employee, transferred to the Extension Department effective September 4, 1961.

Miss Janet Ann Phalen, clerical employee, a graduate of Cedar Grove High School, a business school student and an experienced clerk/typist, was employed effective September 1, 1961.

Miss Barbara Dery, clerical assistant, a graduate of Charleston Catholic High School, college and business college student and an experienced clerk/typist, was employed effective September 5, 1961.

EXTENSION DEPARTMENT

Deposit Collections

In the 65 schools in which deposit collections have been placed, it is estimated that a total of 14,500 boys and girls have had access to public library books. Selection of books was made by staff librarians and by teachers. During the year 28,650 books were processed and delivered to schools throughout the county - but beyond the city limits of Charleston.

The St. Albans Public Library borrowed 1,221 books on indefinite loan last year. All told, there are 3,500 Kanawha County Public Library books in circulation at the library in St. Albans.

In South Charleston, 665 books were sent to the public library. Our records

indicate that 1,970 Kanawha County Public Library books supplement those belonging to the South Charleston Public Library.

A collection of approximately 300 books is maintained and exchanged periodically in the eight stations of the Charleston Fire Department.

The West Virginia Rehabilitation Center at Institute received a collection of 329 books. The loan period was temporary or until the Center's own library was established, equipped and operating.

The Woman's Auxiliary of McMillan Hospital administered and operated a deposit collection of 150 books. The program has been quite successful and all parties express sentiments of satisfaction. There have been inquiries from other hospital auxiliary units, but at the moment, there is nothing substantial to report.

Reading Club - NOOB

The Noble Order of Bookworms continues to be very popular with boys and girls, parents, teachers, school principals and librarians. In this, the eighth year of its promotion, 3,141 NOOB pins and certificates were awarded to participants who completed the required number of readings.

Staff

Miss Mary Perriello, clerical employee, resigned effective September 1, 1961, to enroll as a full-time student at Morris Harvey College.

Miss LaDonna Evans, clerical employee, was transferred from Boys and Girls Department to replace Miss Perriello.

Mrs. Clara Hampton, librarian assistant, joined the staff on November 13, 1961. An experienced librarian, Mrs. Hampton served as a medical school librarian, armed forces, high school and state library agency librarian.

Miss Gladys Matthews, clerical employee, resigned effective November 30, 1961, and moved out of state.

Miss Janet Hudnall, clerical employee, a graudate of DuPont High School, was employed beginning December 1, 1961.

Now that a third librarian has been added to the staff and certain improvements comtemplated, the Extension Department expects to expand its sphere of influence even more during the coming year.

BUILDING AND GROUNDS

The parking lot at the rear of the library building has recently been paved with a smooth black-top material.

The appearance at the main entrance on Lee Street was considerably improved when pigeon nests and debris were removed, window and building roosting ledges cleaned and a paste repellant applied. What we have done, simply, was to make this area less unsightly and to force our uninvited guests to roost elsewhere.

Minor repairs and installations have been completed in various parts of the building.

A very popular children's story-time feature on view almost every Saturday morning in our Boys and Girls Department is a puppet show complete with stage, lighting and curtains. Over the years we have made such heavy use of it that the stage began to show signs of wear and tear. In almost no time at all, our talented building superintendent, Mr. Lander, equipped with lumber, nails, paint and plans, constructed a new and much larger puppet stage.

CIRCULATION DEPARTMENT

From time to time, certain furniture rearrangements are necessary to accommodate patrons and staff and to provide a free and uninterrupted flow of traffic from one area to the next. One such change brought an immediate and

favorable response. Heretofore, persons coming into the library from Lee Street had to walk behind the desk and past a work area. The desk was shifted to reduce confusion and relieve conjestion at and behind the charge-out/return desk, as well as to provide a more direct route from the main entrance to the stairs leading up to the Boys and Girls Department and Children's Museum. Although the adjustment has reduced space behind the desk and work area, our clerks and librarians, nevertheless, have become accustomed to the change finding it less hectic and more businesslike.

Exhibits

One feature of library activity originating within the department, which receives considerable attention from individuals and representatives of educational, cultural and community organizations, is our active exhibit program. Emphasizing books, reading and libraries with each display of paintings, photographs, scale models and memorabula such projects have enabled us to reach a little closer into the spirit of the community.

Borrower's Responsibilities

For a number of years, a few registered library borrowers have not lived up to certain responsibilities. As library borrowers, they have, on occasion, returned books late, lost or damaged materials and then failed to assume their proper obligations. To remedy this situation, a system of checking each borrower's card upon presentation at the charge-out desk has been invoked. Those persons having recorded fines or other charges are informed of their status and a request for payment is made. In most instances the obligation is satisfactorily concluded, the delinquency cleared and the individual, once again, becomes a borrower in good standing. If, however, the delinquent fails to meet this respon-

sibility, borrowing privileges are suspended. By utilizing this measure we recognize the importance of remaining fair to those many persons who return materials promptly or who pay overdue fines immediately. In addition, we have experienced a reduction in the number of delinquent borrowers and have recorded fewer long overdue books.

Staff

Miss Frances Dillinger, librarian assistant, at one time early in her career a clerk in our Extension Department, was appointed to the staff on October 1, 1961. Miss Dillinger brings with her a valuable experience as librarian in one of the nation's large metropolitan library systems.

Members of the staff have compiled many bibliographies for educational and community organizations. Certain individuals have given talks before various clubs, PTA groups and career conferences. Participation in library commission workshops and library association activities was included.

REFERENCE DEPARTMENT

An expanded substitute staff consisting of qualified librarians who have been actively engaged in librarianship has made it possible for the library to extend more library service to an ever increasing number of users. During evening hours and on Saturdays when "business" is literally booming, these substitute librarians reinforce the regular staff.

Visits to the library by school groups are invited and encouraged. On each occasion the class is informed about the public library and its resources. Specifically, a member of the staff gives a review on locating and using library materials. This procedure achieves two purposes: it saves wear and tear on librarians who, otherwise, would be deluged with individual requests for

assistance, and secondly, it encourages the student to learn to use the library on his own initiative, with the librarian there merely to guide and direct him.

The department staff has been extremely helpful in securing loans of special materials from other libraries for book publication projects. A team of writers is currently working on a history of the community theatre in West Virginia, the results of which will be published during the centennial year by Education Foundation, Inc. Edward W. Chester, the author of Europe Views America: A Critical Evaluation, published by Public Affairs Press, also received valuable assistance.

Furniture and Telephone Installation

In April, forty new cushioned chairs were purchased and placed in use in the Reference Department. The worn but salvagable wooden chairs have been refinished and restored to duty.

The installation of a new and improved telephone system was completed in August, 1961. The increase in our line capacity from two to four circuits enables the librarians to handle additional communications resulting in expanded and more satisfactory service.

Survey

In October, we prepared a questionnaire hopefully designed to tell us something about our adult library users. What we learned was both interesting and informative. We found out, for example, that a typical library patron looks something like this: she is a woman who is a college or university graduate. When she comes to town, she uses a car and combines a trip to the library with other missions in downtown Charleston. Visits to the library occur at least once a week, during an afternoon, to return and borrow library materials. The library's location, she indicated, is excellent.

We were surprised to discover that 61% of our public were non-students and only 39% were students (high school, college/university, business college). Our "guesstimate" prior to the survey seemed to indicate that we were serving a much larger student population.

Although a real effort was made to get every person coming to the library to answer the questionnaire, we cannot be certain of how many, if any, were missed. The ones who did participate, and there were 528 from Saturday to Saturday, did so with enthusiasm and without refusal.

Capitol Street Federal Building

Every effort continues to be exerted in the direction of securing the Capitol Street Federal Building for library purposes. Conversations were held with Congressman John M. Slack, Jr., and administrative assistants Perry W. Woofter of Senator Robert C. Byrd's office and Miss Marie Lantz of Senator Jennings Randolph's office in which information was extended and continuing support solicited. The Board of Public Works and the County Court of Kanawha County adopted resolutions waiving their respective priorities. The County Court further indicated that it joins the Library Board of Directors of the Kanawha County Public Library in its application for the building.

Conversations were also held with General Services Administration officials from Washington and Charleston regarding the disposition of the Capitol Street Federal Building and its acquisitions by the Kanawha County Public Library.

Library Board

At the annual meeting on July 7, 1961 Mr. John V. Ray was elected President and Dr. Roy Bird Cook and Mr. Arthur Hanson were elected Vice-Presidents. The Library Director serves as Secretary and Treasurer.

Members of the Library Board who have served Sunrise Foundation, Inc., during the past year in various capacities are:

Mr. Ray, Mr. Chilton, Mr. Dickinson, Mr. Hanson, Mr. Kleeman, Mr. Maurice, Mr. Shonk and Mr. Williamson.

It is with an expression of sadness and loss that I record the passing of Dr. Roy Bird Cook, a friend, member and officer of the Kanawha County Public Library Board of Directors. An editorial appearing in the Charleston Daily Mail for November 24, 1961, expresses the thoughts and impressions of a man who served his community and who meant so much to so many.

"Roy Bird Cook was a little bit of everything, and he was all of them well, unassumingly, with a quiet, personal distinction.

"He made his living at pharmacy, a profession which he honored, but that was only a beginning. He was also a lifelong scholar, historian, lecturer, a man filled with lore and reminiscence. And beyond all that he was a public servant (always unpaid) who gave tirelessly of his time and enthusiasm for good works - to the old Historic Markers Commission, to Charleston's Park and Playgrounds Commission, to Kanawha County's Public Library.

"But most of all Dr. Cook was a West Virginian. He had traveled its every valley and viewed from every mountain top, and everywhere he looked he filled the landscape with the bustling account of the people who had lived there and written its history. He knew everyone (or so it seemed), where he had come from and what had become of him, even unto the fourth and fifth generations.

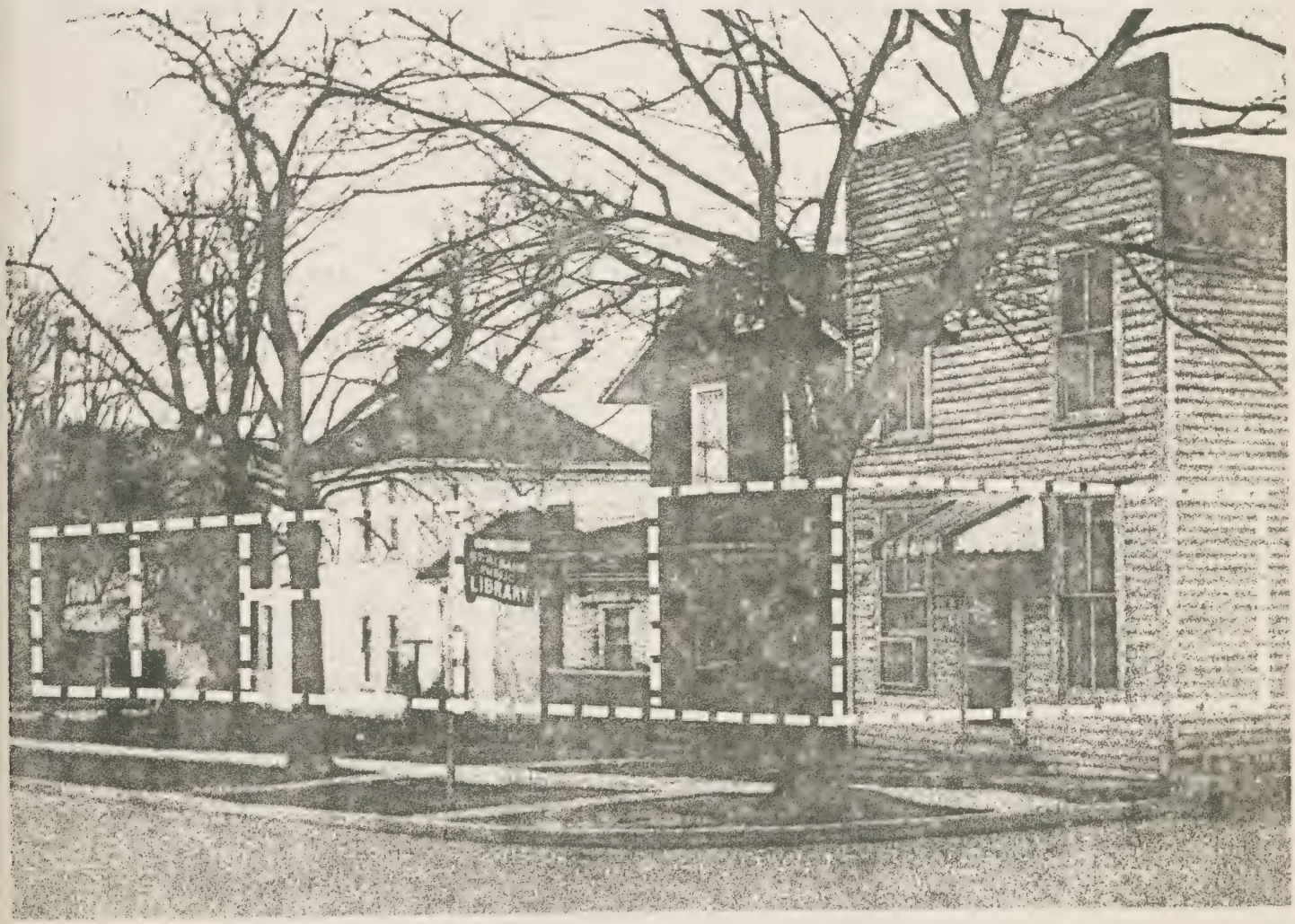
"It was an old trick of his friends to lure him into conversation and then settle back to listen while he rambled over the hills, recalling with startling precision and detail the whole colorful chronicle. Dr. Cook could look at his state unblinkingly and love it all the more. Others might doubt or worry, but Dr. Cook never. Nothing serious could happen to a state which had so many fine people in it.

"Now that he is gone those of us who knew him can say in grateful memory what we never could have said to his face: Roy Bird Cook was one of the finest, a credit to his state, an example of its best tradition, an ornament to its society."

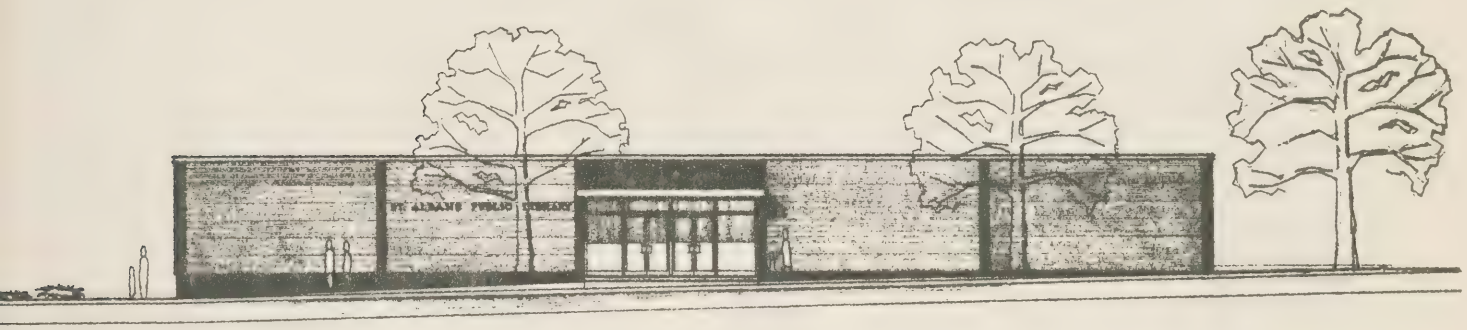
In honor and memory of Dr. Roy Bird Cook, the Library was closed on Saturday, November 25, from 12 to 3 p.m., thus permitting members of the staff to attend funeral services.

St. Albans Branch Library

A branch library building will be constructed in St. Albans, West Virginia, and operated by the Kanawha County Public Library. The one-story building will replace an old 20x30 foot storeroom which functioned despite its physical limitations, since 1952.

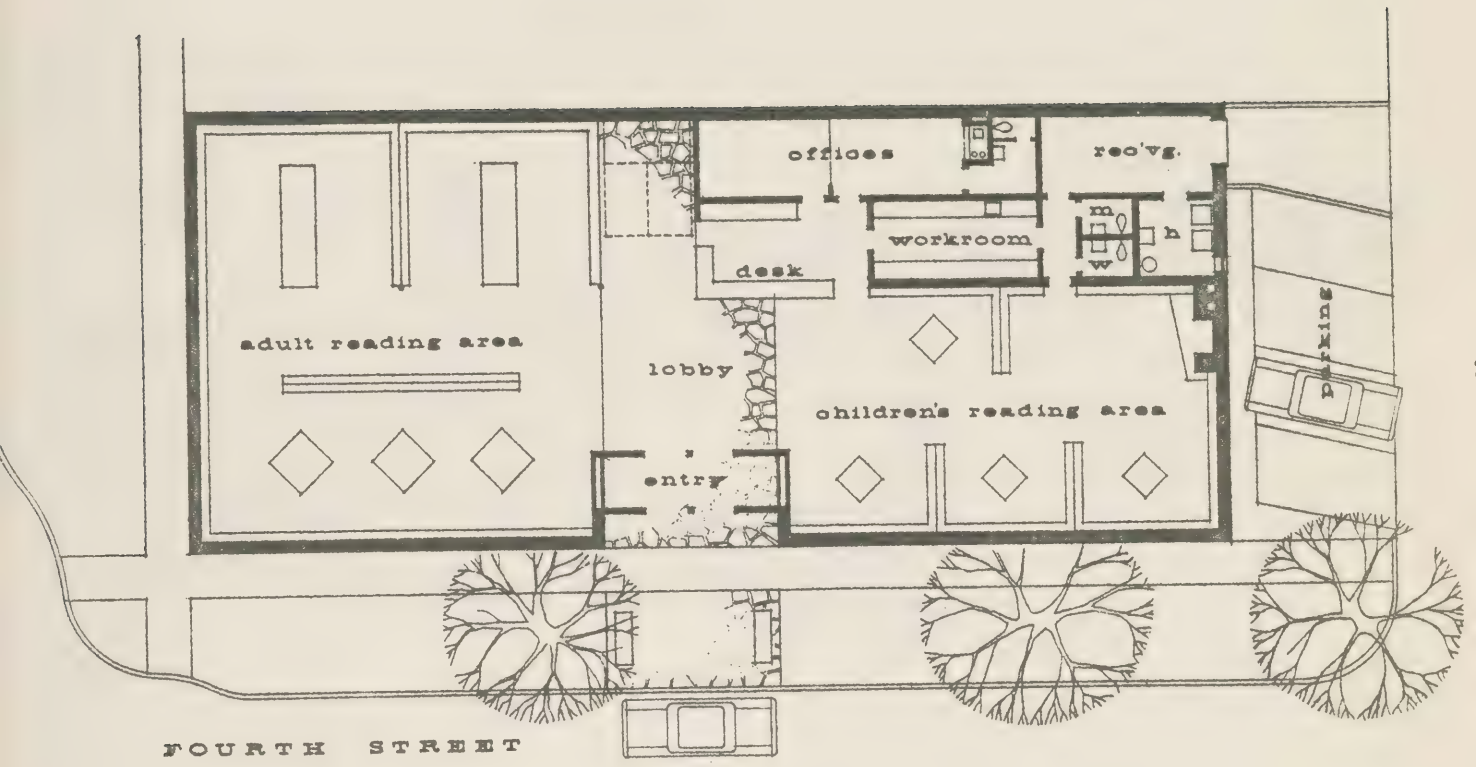


The new library will be erected at Fourth Street and Sixth Avenue on property acquired in 1958. Designed by Wilson and King, Architects, the building is contemporary in concept utilizing space, color and arrangements.



FRONT VIEW

The new, attractive and functional, one-story, rectangular facility will have an area of 6,000 sq. ft. of floor space. It will accommodate a book collection of approximately 22,000 volumes which could be increased appreciably when another floor is added. All areas are open and visible from the charging/return desk so as to make it possible for one person to supervise and control interior activity. The necessary service and utility areas are designed to promote administrative and maintenance functions.



FLOOR PLAN 0 5 20

Parking facilities are accessible on Fourth Street and the alley immediately adjacent to the building.

VIEW TOWARD CHILDRENS AREA

The library will be able tc provide a range of services compatible to the reading needs, interests and tastes of children, young people and adults. It will utilize book as well as non-book materials. Interesting and informative exhibits, appropriately and effectively arranged are promotional in effort and intent and are designed to attract new readers and users. The publicity resulting from these excursions and cooperation received from individuals, community groups and organizations will have focused attention on the library's growing importance as a civic institution and its increasing popularity with the residents of St. Albans.

The new library is an achievement of which St. Albans can be proud. Dedicated and talented people in concert with community groups, institutions and organizations successfully raised a sum of money made possible by the generous contributions of their friends, neighbors and citizens.

Acknowledgments

I am grateful to all those persons who have helped make possible the accomplishments of the past year. I should like to take this opportunity to express my appreciation:

To the Library Board of Directors for their understanding, their time and thought devoted to the Kanawha County Public Library program.

Again, I should like to extend an acknowledgment with appreciation and thanks to the Charleston Daily Mail and Charleston Gazette for the many splendid library stories and pictures appearing in the newspapers. They have helped immeasurably in stimulating reading interest among their thousands and thousands of newspaper readers.

I should like to thank, particularly, the Kanawha County Public Library staff members for their excellent work and enthusiastic cooperation. Everyone concerned can take pride in the fact that the Kanawha County Public Library has played an increasingly vital part in the informational, educational, cultural and recreational life of our community.

To the many talented persons and interested organizations who have made available attractive and informative exhibits so that we may display them at the library for the enjoyment of our users and visitors.

To the boys and girls, young people and adults of Kanawha County who have made this the biggest year in the history of the Library.

To the Capitol, Kearse and Virginian Theaters for using a Kanawha County Public Library "commercial message" during National Library Week.

Respectfully submitted,

Nicholas Winowich
Director

STATISTICAL REPORT

July 1, 1961 - June 30, 1962

Population served: 252,925
Opened to the public June 3, 1909. First library located in the Y.M.C.A. Building on Capitol Street.

AGENCIES

Main Library	1
Bookmobile (41 winter scheduled stops) (51 summer scheduled stops)	1
Deposit Stations	79
Schools	65
Collections delivered - 696 juvenile, 7 adult	
Fire Stations	8
Collections delivered - 96 adult	
Other Agencies	6
Collections delivered - 12 adult	
Other School Stations	42
(Books borrowed by teachers from Boys and Girls Department and Bookmobile)	
Collections lent - 296	

BOOK CIRCULATION

CITY CIRCULATION - Volumes

	1961/62	1960/61
Borrowed from Main Library		
Boys and Girls Department	264,353	238,645
Circulation Department	176,421	172,452
	440,774	411,097
COUNTY CIRCULATION - Volumes		
Borrowed from Extension Department		
Bookmobile	212,594	193,734
Deposit Collections	322,824	340,624
	535,418	534,358
TOTAL CIRCULATION - Volumes	976,192	945,455

BOOK STOCK

	1961/62	1960/61
Number of volumes at the end of the year	213,112	202,692
Number of volumes added	17,065	17,628
Number of volumes withdrawn	6,645	7,000
Number of periodicals	431	421
Number of newspapers received	23	23

REGISTRATION

Total number of registered borrowers	43,880	42,699
Total number of registered borrowers during year	14,559	14,834
Children estimated to use deposit collections in addition to the above	14,496	14,938

Time required of staff: 40 hours a week

AUDIO-VISUAL MATERIALS

Microfilm Reader		1
Record Player		2
Phonograph Record Albums	2,274 albums -	3,613 discs
Motion Picture Films (Indefinite loan to Kanawha County Public Library)		15
Microfilm (reels)		1,269
Phonograph Records Circulated		10,190

RECEIPTS AND EXPENDITURES

July 1, 1961 - June 30, 1962

RECEIPTS

Balance with Sheriff	$170,183.85	
Board of Education	118,076.00	
County Court	118,076.00	
City of Charleston	51,613.00	
Fines, rentals and miscellaneous receipts	11,993.66	
TOTAL RECEIPTS		$469,942.51

DISBURSEMENTS

Salaries

Staff Salaries	$139,758.63	

Books

Books	$53,369.11	
Audio-Visual	1,760.74	
Binding	5,285.25	
Periodicals	2,799.75	63,214.85

Building and Other Expenses

Building Staff - Salaries	$12,585.95	
Building Supplies	802.08	
Contingencies	1,081.28	
Furniture and Equipment	2,654.09	
Insurance	3,617.22	
Memberships	125.50	
Office and Library Supplies	6,234.07	
Printing	357.25	
Repairs and Maintenance	1,379.15	
Service Contracts	1,063.93	
Social Security	3,948.22	
Travel	284.53	
Utilities	7,601.38	
Vehicles - Repairs and Expense	2,256.85	
Workmen's Compensation	288.02	44,279.52

Capital Improvements

TOTAL DISBURSEMENTS	$247,253.00
UNEXPENDED BALANCE	$222,689.51